DOCUMENT RESUME

ED 112 780 95 HE 006 787

AUTHOR	Wing, Paul; And Others
TITLE	Statewide Measures Inventory. Technical Report 68.
INSTITUTION	Western Interstate Commission for Higher Education, Boulder, Colo. National Center for Higher Education Management Systems.
SPONS AGENCY	National Inst. of Education (DHEW), Washington, D.C.
PUB DATE	75
NOTE	384p.
EDRS PRICE	MF-$0.76 HC-$19.67 Plus Postage
DESCRIPTORS	Decision Making; Definitions; Educational Facilities; Educational Finance; Educational Opportunities; Educational Planning; Educational Research; Enrollment; *Higher Education; Information Processing; Information Sources; Management; *Management Information Systems; Manpower Development; *Measurement Instruments; Personnel; Policy Formation; Postsecondary Education; *Research Criteria; *Statewide Planning

ABSTRACT

The Statewide Measures Inventory is essentially a list of items of information, along with concise definitions and other information of interest, relevant to statewide postsecondary education planning and management. It has been designated primarily as a working document for use by state-level postsecondary education planners and decision makers to improve and simplify communication through increased standardization of terminology and usage, to provide assistance to those concerned with developing and designing data bases and information systems, and to suggest ways that statewide planning and decision making might be improved through the identification of problems and issues to which the measures in the inventory are relevant. The eight sections of the inventory are General Information About the State, Student Access, Manpower Programs, Enrollments, Finances, Staff, and Facilities. Also included with the inventory (including an index, glossary, and bibliography) is "An Overview and Guide to the Use of the Statewide Measures Inventory," containing information on its origins, general structure, and possible uses. Although its primary target audience is policy makers and analysts in state agencies, it is anticipated that postsecondary education institutions and national organizations also will find it of interest. (JT)

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ED112780

STATEWIDE MEASURES INVENTORY

Technical Report 68

National
Center for
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Management
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at WICHE

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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HE 006 787

STATEWIDE MEASURES INVENTORY

TECHNICAL REPORT 68

National Center for Higher Education Management Systems at WICHE

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. . . to increase educational opportunities for westerners.

. . . to expand the supply of specialized manpower in the West.

. . . to help universities and colleges improve both their programs and their management.

. . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

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AN OVERVIEW AND GUIDE TO THE USE OF
THE STATEWIDE MEASURES INVENTORY

Technical Report No. 68B

Paul Wing

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1975

This document is a companion to another NCHEMS report, Statewide Measures Inventory: An Inventory of Items of Information Relevant to Statewide Postsecondary Education Planning and Management (Technical Report No. 68A). The two have been developed jointly and it is the hope of the authors that they will be used together to take advantage of their complementarity. Both documents are part of a program supported by the National Institute of Education (NIE).

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PREFACE

This paper discusses in nontechnical terms the origins, features, and possible uses of the Statewide Measures Inventory (Allman, Wing, and McLaughlin, 1975). It has been developed jointly by the NCHEMS staff and the Statewide Measures Task Force, reviewed by the staff, the Task Force, and the entire NCHEMS mailing list, and approved for release by the NCHEMS Board of Directors.

The primary purpose of this document is to provide a brief overview of the Inventory including historical roots, general structure, and possible uses. Although its primary target audience is policy makers and analysts at state postsecondary education agencies, it is anticipated that postsecondary education institutions and national organizations also will find it of interest. For this reason, it is being distributed to the entire NCHEMS mailing list.

ACKNOWLEDGMENTS

The Statewide Measures Inventory is the product of the efforts of many individuals. In particular, the authors are indebted to the members of the Statewide Measures Task Force, who generously contributed their time and effort in the development of this edition.

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INTRODUCTION

The Statewide Measures Inventory is essentially a list of items of information, along with concise definitions and other information of interest, relevant to statewide postsecondary education planning and management. It has been designed primarily for use by state-level postsecondary education planners and decision makers.

The primary objective of the Inventory is to improve and simplify communication through increased standardization of terminology and usage. Secondary objectives are to provide assistance to those concerned with developing and designing data bases and information systems, and to suggest ways that statewide planning and decision making might be improved through the identification of problems and issues to which the measures in the Inventory are relevant.

Although the Inventory was developed in the context of statewide planning and decision making, it may prove valuable to institutional and national planners and decision makers as well. To the extent that their concerns coincide with those identified as important for state level planners and decision makers, they should find it a valuable reference document.

Because of the wide variety of patterns of planning and decision making responsibilities in the 50 states (as discussed by Wing [1972, pp. 13-17]), an early decision was made not to attempt to serve any particular planning, management, or resource allocation system, but instead to focus on rather general, broadly applicable planning and management needs. The result is the current focus on general state-level concerns that are widely held to be major problem areas in the 50 states, but are not closely related to particular management systems or styles.

The Statewide Measures Inventory, therefore, is a relatively flexible management tool that can be applied in numerous organizational settings. It is hoped that with a minimum of effort the Inventory can be interfaced with existing planning and management systems in many states and agencies.

ANTECEDENTS

The Statewide Measures Inventory is one of a series of products being developed at the National Center for Higher Education Management Systems (NCHEMS) at WICHE for improving communication in postsecondary education. Because the Inventory owes a great deal to several earlier projects at the Center, and in effect is an extension of them, it is appropriate to mention them and indicate the major links to this current effort before discussing the Inventory itself.

The Data Element Dictionary

The first product of NCHEMS was the first edition of the Data Element Dictionary (Thomas, 1970). This set of documents was an inventory of data elements:

"1. Necessary for completion of the Higher Educational General Information Survey (HEGIS)

2. Likely to be needed for Cost Exchange Procedures [subsequently renamed Information Exchange Procedures]*

3. Likely to be needed for the Student Flow Model*

4. Likely to be needed for the Resource Requirements Prediction Model*

---

*Other NCHEMS projects. Interested readers can find out more about these projects in the following reports which provide introductions to the respective projects and their products: Renkiewicz and Topping (1973); Johnson (1974); and Clark, et al (1973).

5. Necessary to link operational files [of higher education institutions] together for the derivation of information

6. Basic to institutional record keeping."

The inventory included a concise description of each data element and also identified important uses of the data elements in other NCHEMS projects and products.

Four years later the second edition of the Data Element Dictionary (Goddard, Martin, and Romney, 1973) was released. This document extends the first edition, incorporating "reactions to the first edition by the higher education community, the development of other related NCHEMS products, and further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems." Perhaps the most significant substantive difference between the two editions is the provision of definitions, rather than descriptions, of the data elements in the second edition.

The Statewide Measures Inventory is an extension of this previous work on the Data Element Dictionary. The primary target audience is state level, rather than institutional planners, decision makers, and analysts and the emphasis is more on items of information relevant to statewide problems than on data elements useful primarily to institutions; but the basic objectives are the same and the format is similar. In fact, the Inventory of Statewide Measures can be viewed as an augmentation of, or a new section in, the Data Element Dictionary, although it has been designed to stand on its own.

Program Measures

The other major antecedent of the Statewide Measures Inventory is the Program Measures document (Topping and Miyataki, 1973) developed as a companion and supplement to the NCHEMS Program Classification Structure (Gulko, 1972). Program measures in that context are descriptors of the educational programs as defined by the Program Classification Structure (PCS). Six classes of Program Measures have been identified and discussed in detail covering target groups, beneficiary groups, activities, resources, finances, and outcomes. Jointly, these categories cover nearly any kind of information a planner or manager might want or need concerning an educational program or activity.

Other NCHEMS Projects

In developing this Inventory several other projects at NCHEMS have been drawn on by the staff and the Task Force. Particularly important have been the Information Exchange Procedures project (Renkiewicz and Topping, 1973), the Outcomes of Higher Education project (Micek and Wallhaus, 1973), the Higher Education Finance Manual project (Collier, 1974), the Facilities

Inventory Classification Manual project (Romney, 1972), and the Statewide Planning project (Wing, 1972). Ideas and definitions have been drawn from all five of these projects, and readers may find the documents cited above to be valuable supplements to both this introduction and the Inventory itself.

THE STATEWIDE MEASURES INVENTORY

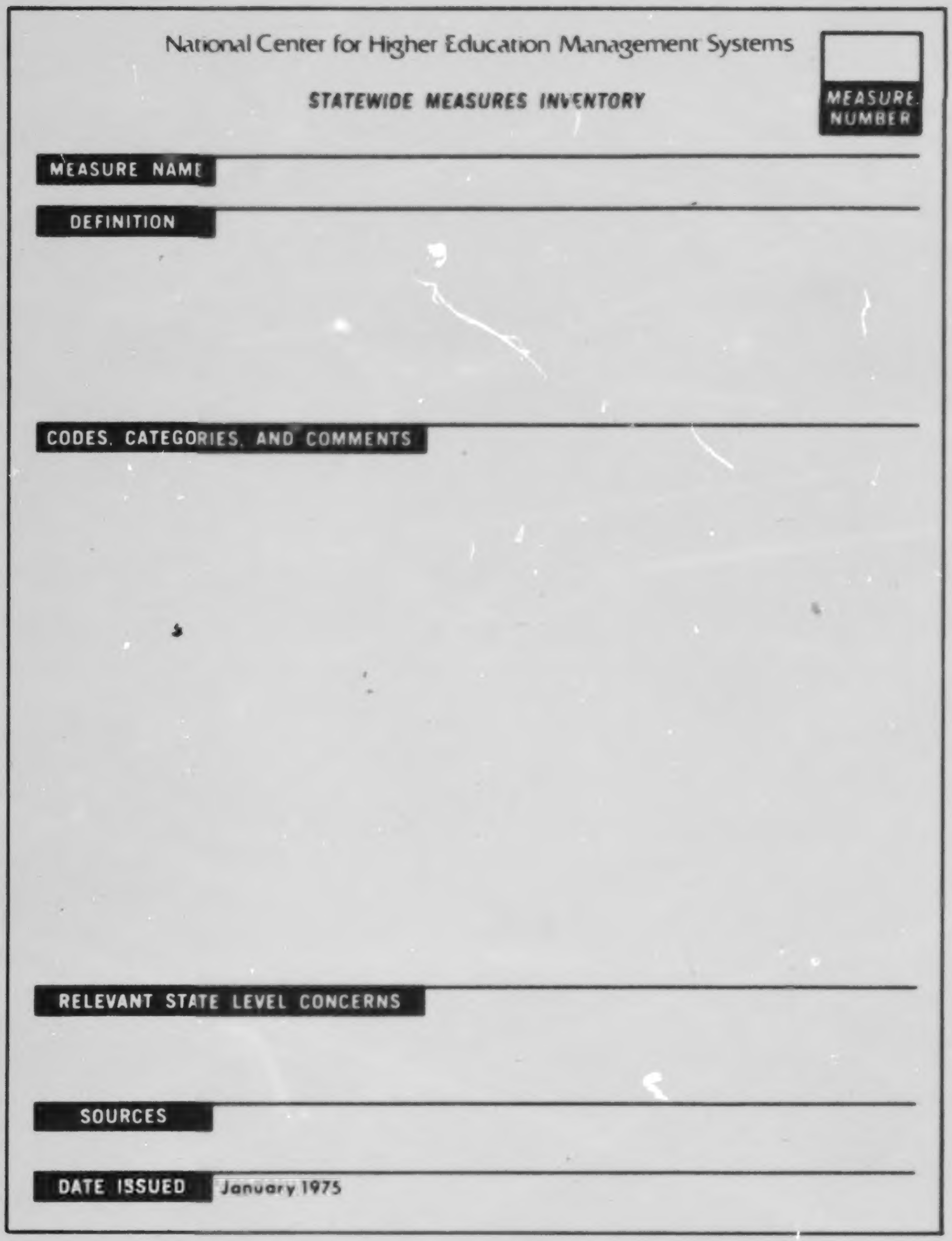
Before discussing the uses of the Inventory, it is appropriate to mention briefly some of the features of the Inventory and the criteria used in developing it.

Organization and Format

As shown in Figure 1, the Inventory includes several types of information about each measure: its name, definition, additional comments and discussion, relevant state level concerns, sources, and date issued. This page format, very similar to the one used in the Data Element Dictionary, was adopted to allow for the possibility of merging the Inventory into the DED. As in the DED, the measure number at the top of the page is intended only to facilitate identification and location of the measures and has no implications for standard coding practices.

The overall structure of the Inventory is very similar to that of the DED. Rather than having five major sections as does the DED, the Inventory is organized into eight major sections plus a glossary. The general correspondence between the DED sections and the Inventory sections is shown in Figure 2.

In the five sections where a direct correspondence exists, the Inventory measures are often aggregations or constructs of the data elements



National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER

MEASURE NAME

DEFINITION

CODES, CATEGORIES, AND COMMENTS

RELEVANT STATE LEVEL CONCERNS

SOURCES

DATE ISSUED January 1975

Figure 1. SAMPLE OF THE PAGE FORMAT FOR THE STATEWIDE MEASURES INVENTORY

Figure 2. MAJOR SECTION HEADINGS OF THE STATEWIDE MEASURES INVENTORY AND THE DATA ELEMENT DICTIONARY

SWM Inventory	DED
° Enrollments	° Student
° Programs	° Course
° Staff	° Staff
° Finance	° Finance
° Facilities	° Facilities
° General Information about State	
° Student Access	
° Manpower	
° Glossary	

in the DED. The three other major sections generally include measures and indicators of conditions in the state relevant to postsecondary education planning and management, and also to interactions between educational programs and institutions and other aspects of society in the state. The Glossary includes basic terminology referred to frequently in the definitions and comments for individual measures.

Criteria for Including Items in the Inventory

To ensure that all measures under consideration for inclusion in the Inventory were treated systematically and consistently, specific criteria for including items in the Inventory were identified early in the project. These criteria provide relatively concrete guidelines for determining whether or not some new item ought to be added to the Inventory, or whether some item currently in the Inventory ought to be dropped. In a sense, they define the objectives of the Inventory.

Two major criteria were identified:

(1) The Statewide Measures project will focus on the identification of descriptors or measures relevant to state level postsecondary education planning and decision making.

(2) Only measures that are or would be useful to state level agencies in most states should be included in the Inventory.

Four secondary criteria or guidelines also were established:

(1) Measures and data elements suggested by other NCHEMS products and projects shall be considered for inclusion in the Inventory.

(2) Wherever institutional data are required to compute or develop a statewide measure, the procedure should call for an aggregation of existing institutional data elements as defined in the Data Element Dictionary.

(3) Data elements relevant to all sectors of postsecondary education will be included to the extent possible.

(4) The feasibility of collecting the data will be considered when deciding whether or not to include specific measures. If it is clearly infeasible to collect data for a particular measure, the measure usually will be omitted from the Inventory.

Relevance to statewide planning and management has been the most important criterion, primarily because the Task Force and staff are concerned that the project should not become involved unnecessarily in matters that do not or should not concern it. In some cases it was difficult to apply this criterion precisely, usually because of differences in actual practices in state agencies across the country and differences in the perceptions of the Task Force members. In such situations, the Task Force usually opted to include the item in the Inventory, particularly when a clear-cut definition for the measure was available.

Relevant State Level Concerns

Each measure in the Inventory has been tagged with one or more relevant state level concerns. The concerns, which are matters of general interest and importance to state agencies, can be thought of as areas of potential application for the measures in the Inventory. The complete list of concerns identified by the staff and Task Force is in Table 1, and brief descriptions of each are provided in Appendix A.

The criteria for deciding whether or not to include a particular concern on this list were essentially the same as those applied in evaluating particular measures for inclusion in the Inventory. In practice this meant that to qualify for inclusion in the Inventory, a measure had to be relevant to at least one of the concerns in Table 1.

Relationship of Concerns to Actual State Level Functions and Problems

Although the list of concerns in Table 1 does provide a starting point for defining the uses of the Statewide Measures, it is only a starting point. More appropriate would be a list of specific state level problems and decisions and/or planning and management functions to which the measures could be related. However, given the wide variety of operating modes and specific responsibilities of state agencies, it would be difficult to arrive at a list of specific problems or functions acceptable to most state agencies. And since the general concerns enumerated in Table 1 are quite widely held, the current choice seems appropriate.

Table 1. LIST OF STATE LEVEL CONCERNS

(1) General Information
(2) State Level Goals
(3) State Level Objectives
(4) Institutional Role and Scope
(5) Statewide Organization (formal reporting)
(6) Statewide Coordination (procedures)
(7) Program Demand (instruction, research, public service, and support)
(8) Program Existence and Size
(9) Program Location (geographic)
(10) Student Access (actual)
(11) Organizational-Unit Costs (resources)
(12) Program Costs (resources)
(13) Organizational Unit Impacts (outcomes)
(14) Program Impacts (outcomes)
(15) Differentiation and Articulation
(16) Program Priorities
(17) Operational Funding
(18) Capital Funding
(19) Revenue Analysis
(20) Faculty and Staff Workload
(21) Faculty and Staff Compensation
(22) Student Aid
(23) Manpower

In a very general sense, the concerns listed in Table 1 could be related to one or more of the major planning and management functions of state agencies: planning, programming/budgeting, execution, or evaluation. These essentially are the four elements of the postsecondary education process described by Wallhaus (1973), which he referred to as the Goal Setting Process, the Planning and Resource Allocation Process, the Educational Process, and the Evaluation Process. Similarly, the concerns could be related to specific state level problems and decisions, such as those in the exemplary list in Table 2. However, since either of these alternatives would require explicit descriptions of the important planning and management functions and procedures of state agencies, they both will have to await further research and development.

In the meantime, the concerns of Table 1 can serve as surrogates for specific problems and functions, and can be used as a partial basis for an analysis of how each measure in the Inventory can be used by state agencies. This kind of analysis is beyond the scope of the Statewide Measures project. It is, however, within the purview of the Statewide Analysis project at NCHEMS, and a major part of the effort in this companion project will be devoted to answering these kinds of questions.

Glossary

In developing the Inventory the staff and the Task Force identified a set of terms which, although they did not meet the criteria for inclusion in the Inventory proper, were felt to be important enough to require some sort of definition or explanation. Some of these items are related to institutional identification, some are related to possible criteria for aggregating or

Table 2. CLASSES OF STATE LEVEL PLANNING AND MANAGEMENT PROBLEMS AND DECISIONS

as identified by participants of Statewide Planning and Analysis Workshop on September 20-21, 1973 as part of the NCHEMS Statewide Analysis Project

1. PROGRAMS
   - Should a program exist?
   - How big should it be?
   - Where should it be located?
2. STUDENT ACCESS
   - Are all segments of population being served adequately by postsecondary education?
   - What can be done to equalize access?
3. MANPOWER
   - Is the supply of graduates balancing the demand for graduates in a particular program?
   - How fast do students respond to market stimuli?
4. PRICING
   - What tuition levels should be set for different programs?
   - How should support programs be priced?
5. OUTCOMES IDENTIFICATION AND MEASUREMENT
   - What are the outcomes, impacts, and benefits from different programs?
6. FINANCING
   - Who should pay for different programs?
   - What mechanisms should be used?
7. GOAL AND OBJECTIVE FORMULATION
   - What are the overall goals for postsecondary education in a state?
   - What measurable objectives are most appropriate?
8. NEW DELIVERY UNITS
   - Should a new campus be built?
   - Should a new TV media program be initiated?
9. ORGANIZATION
   - What organizational structure should be set up in a state?
   - What responsibilities should be assigned to different units?
10. TECHNICAL EFFICIENCY/RESOURCE MANAGEMENT
    - What is the most effective delivery system in a specific situation?

disaggregating some of the measures in the Inventory, and some simply appeared in the definitions of several of the measures or other glossary terms. These terms have been included and defined in the Glossary section of the Inventory so there will be no confusion about their definition and usage. Where a glossary term has been included which is also contained in some other NCHEMS product (for example, DED, IEP, etc.), the glossary definition is substantively the same as the one used in the other NCHEMS product.

USES OF THE INVENTORY

As with any planning and management tool, the primary objective of the Statewide Measures Inventory is to assist planners and administrators in making decisions. It does this in two principal ways: First, it provides a basic set of items of information with standard definitions that can serve as a communication link among the staff of a state agency, between staff and policy makers, between state agencies and institutions, between different state agencies, etc. Second, because the measures are linked to general state level concerns, the Inventory may suggest appropriate ways of dealing with these concerns in terms of collecting, storing, and displaying appropriate data.

It should be emphasized that the Inventory cannot serve this purpose independent of structures and analytical procedures for organizing, aggregating, and manipulating the measures into ratios, displays, etc. that are directly relevant to the particular decisions that must be made. It is hoped that the design of the Inventory will suggest to readers the kinds of follow-up work that might be undertaken. To provide additional guidance concerning the use of the Measures in the Inventory, the National Center will be developing some specific suggestions in other projects, particularly the State-Level Information Base and Statewide Analysis projects.

In a more operational vein, it is appropriate to discuss briefly some of the existing possibilities for state agencies (or others) to adapt the

Inventory to their own needs. Perhaps the most important feature of the Inventory in this regard is its loose-leaf format. Users can organize the pages any way they wish to make the Inventory more useful for particular purposes. For example, if one were to duplicate the pages for items relevant to more than one concern, it would be possible to set up a packet of measures for each concern (see Appendix C). Such packets could provide valuable guidance about the kinds of information required to address the corresponding concerns. This is not to imply that this procedure for using the Inventory would be a sufficient basis for dealing with these concerns. However, to the extent that the Inventory covers all items of information relevant to statewide postsecondary education planning and management and the relevant concerns are accurately identified for the individual measures, it should serve as a useful reference point for analysts responsible for dealing with the identified concerns.

The source item on the Inventory page, which has been left blank for all of the measures except those having clearly identifiable standard sources, is another tabulation criterion. After a user has identified the specific sources of the measures in the Inventory, he or she might organize a packet of measures for each source. The resulting lists then could be used as a guide for setting up reporting forms and questionnaires; and the Inventory would provide the definitions to be used by the respondents.

Readers interested in obtaining actual data corresponding to measures in the Inventory should refer to the Reference Guide to Postsecondary Education

Data Sources (Allman, 1975). This document contains annotated citations for sources of data corresponding to over half the items in the Inventory.

Just as NCHEMS will add measures to the Inventory based on work in other projects and comments from the field, state agencies also are free to add new measures to the Inventory based on their own particular needs. This possibility has been anticipated, and blank pages are available from the Center for this purpose. Of course, measures that are not useful to a particular agency can be discarded or filed in an inactive section.

The Inventory can be used also as a guide in the development of information systems, although this was not the principal motivation for the project. The Inventory can serve as a checklist for use by state agencies or others to identify the items of information they might wish to include in their data files. In addition, it may assist analysts concerned with the development of information systems to understand more fully the options that exist and choices that must be made in designing operational data systems for use in a statewide postsecondary education planning and management context.

One final point seems appropriate. Since the primary objective of this Statewide Measures Inventory is standardization of terminology, and the opportunity for improved communication is derived primarily from the use of the standard definitions provided, the flexibility that has been built into this document should not extend into the definitions. Only by using standard definitions can an agency have any assurance that compatible information is available and that meaningful comparisons are possible. One can choose not to use a particular measure in the Inventory, or one can add an entirely new measure with a tailor-made definition; but if one uses a measure provided in the Inventory, he or she should not tamper with the definition provided without making a special note that the definition is not the same as the original one included in the Inventory.

APPENDIX A

BRIEF DESCRIPTIONS OF STATE LEVEL CONCERNS USED IN THE STATEWIDE MEASURES INVENTORY

BRIEF DESCRIPTIONS OF STATE LEVEL CONCERNS USED IN THE STATEWIDE MEASURES INVENTORY

(1) GENERAL INFORMATION

General description of the current status of postsecondary education institutions and programs and related population characteristics in a state.

(2) STATE LEVEL GOALS

Broad statements describing the desired status of society, in either absolute or relative terms.

(3) STATE LEVEL OBJECTIVES

Specific statements, in measurable or countable terms, translating goal statements into operationally useful guidelines for performance or impact evaluation.

(4) INSTITUTIONAL ROLE AND SCOPE

The specific activities and programs undertaken by a particular institution.

(5) STATEWIDE ORGANIZATION (Formal Reporting)

The formal responsibility, authority, and reporting patterns relating to the operations and interactions of various legislative, executive, and operating units in a state.

(6) STATEWIDE COORDINATION (Procedures)

The formal procedures for administering and coordinating the activities of the various operating units in a state.

(7) PROGRAM DEMAND (Instruction, Research, Public Service, and Support)

The amount of the activity or outcome of a particular program that would be purchased or consumed assuming it were available for a given price.

(8) PROGRAM EXISTENCE AND SIZE

The size of the program in terms of some relevant measure such as students enrolled, dollars spent, or outcomes achieved.

(9) PROGRAM LOCATION (Geographic)

The geographic location(s) of the program in question.

(10) STUDENT ACCESS (Actual, Potential, Desired, etc.)

The number of students that might be served, actually are served, and/or it is desired to serve by a particular program or organizational unit. Consideration usually is given to the factors influencing student participation.

(11) ORGANIZATIONAL UNIT COSTS (Resources)

Resources consumed or required for the operation of a particular organizational unit at a particular level of activity.

(12) PROGRAM COSTS (Resources)

Resources consumed or required for the operation of a particular program at a particular level of outcome production.

(13) ORGANIZATIONAL UNIT IMPACTS (Outcomes)

The outcomes produced by a particular organizational unit and their impact on achieving state (or other) objectives.

(14) PROGRAM IMPACTS (Outcomes)

The outcomes produced by a particular program and their impact on achieving state (or other) objectives.

(15) DIFFERENTIATION AND ARTICULATION

Ways of distinguishing among individual programs and institutions in a state, and ensuring that programs designed for sequential implementation fit together properly.

(16) PROGRAM PRIORITIES

A ranking of the relative importance or desirability of a set of programs. Typically, high priority programs are more important and receive preferential treatment.

(17) OPERATIONAL FUNDING

The process of selecting the amount of resources to be made available to each of the programs or organizational units under consideration for the current time period.

(18) CAPITAL FUNDING

The process of selecting the amount of resources to be made available to each of the programs or organizational units under consideration for capital improvements.

(19) REVENUE ANALYSIS

The identification of actual and potential sources of revenue for the support of programs and organizational units.

(20) FACULTY AND STAFF WORKLOAD

The amount of time and effort devoted to educational programs and activities by faculty and staff.

(21) FACULTY AND STAFF COMPENSATION

The salaries and fringe benefits provided to faculty and staff in compensation for their time and effort devoted to educational programs and activities.

(22) STUDENT AID

Resources provided to students either directly or indirectly to facilitate and encourage their participation in education programs.

(23) MANPOWER

Relationships between education programs and various labor markets, often discussed in terms of supply of and demand for graduates of the education programs.

APPENDIX B

MEASURES INCLUDED IN THE EIGHT SECTIONS OF THE STATEWIDE MEASURES INVENTORY

MEASURES INCLUDED IN THE EIGHT SECTIONS OF THE STATEWIDE MEASURES INVENTORY

(A) GENERAL INFORMATION ABOUT THE STATE

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Price Index	1220
New Construction Activity - Value	1250
Housing Starts	1260
Vacancy Rate in Rental Housing	1270
Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Family Income - Distribution	1330
Population - Total	1340
Intrastate Migrations	1350
Interstate Migrations	1360
Births	1370
Deaths	1380
Morbidity Rate	1390
Population Receiving Public Assistance	1400
Public Offenses	1420
Voter Registrations	1440
Educational Attainment Level	1460
Education Enrollments - Total	1500
Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

(B) STUDENT ACCESS

Potential Applicants to Postsecondary Education	2010
Applicants to Postsecondary Education Programs and/or Activities	2030
Postsecondary Education Applicants Accepted	2050
High School Graduates	2070
High School Graduates - Continuing to Postsecondary Education	2080
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Transfer Students	2150
Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210
Financial Aid - Total	2250
Average Cost to Student - Total	2300
Average Incurred Cost to Student - Out-of-Pocket	2310
Average Cost to Student - Present Value of Foregone Income	2320

(C) MANPOWER

National Manpower Requirement - Total	3010
State Manpower Requirement - Total	3030
Local Manpower Requirement - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

(D) PROGRAMS

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities	4050
Research Programs and Activities - Completions	4070
Public Service Programs and Activities	4110
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170
Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220
Library Collections and Holdings	4230

(E) ENROLLMENTS

Student Enrollment - Headcount	5010
Full-Time Students	5040
Part-Time Students	5070
Full-Time Equivalent Students	5100
In-State Students	5150
Out-of-State Students	5170

(F) FINANCES

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Fund Balances - All Fund Groups	6090
Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190
Total Current Funds Revenues	6210
Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Scholarship and Fellowship Expenditures	6410
Capital Asset Expenditures	6430
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

(G) STAFF

Staff - Headcount	7010
Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130
Student-Faculty Ratio	7210

(H) FACILITIES

Land Area	8010
Gross Area	8030
Assignable Area	8050
Nonassignable Area	8070
Enrollment Capacity	8110
Design Capacity	8140
Estimated Replacement Value	8210
Average Section Size (AvSS)	8310

(H) FACILITIES (Continued)

Average Square Feet per Weekly Student Hour (AvSFWSH)	8410
Average Room Utilization Rate (AvRUR)	8420
Average Station Occupancy Ratio (AvSOR)	8430
Average Station Utilization Rate (AvSUR)	8440
Occupancy Rate	8510

APPENDIX C

LINKAGES BETWEEN STATEWIDE MEASURES AND STATE LEVEL CONCERNS

LINKAGES BETWEEN STATEWIDE MEASURES AND STATE LEVEL CONCERNS

GENERAL INFORMATION

Concern (1)

Measure Names	Measure Numbers
Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Price Index	1220
New Construction Activity - Value	1250
Housing Starts	1260
Vacancy Rate in Rental Housing	1270
Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Family Income - Distribution	1330
Population - Total	1340
Intrastate Migrations	1350
Interstate Migrations	1360
Morbidity Rate	1390
Public Offenses	1420
Voter Registrations	1440
Educational Attainment Level	1460
Education Enrollments - Total	1500
Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

*

Potential Applicants to Postsecondary Education	2010
Average Cost to Student - Total	2300

Average Incurred Cost to Student - Out-of-Pocket	2310
Average Cost to Student - Present Value of Foregone Income	2320

*

National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

*

Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities - Completions	4070
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170

*

Student Enrollment - Headcount	5010
Full-Time Students	5040
Part-Time Students	5070
Full-Time Equivalent Students	5100
In-State Students	5150
Out-of-State Students	5170

*

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Fund Balances - All Fund Groups	6090
Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190

*

Staff - Headcount	7010
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130

*

Land Area	8010
Gross Area	8030
Enrollment Capacity	8110
Design Capacity	8140
Estimated Replacement Value	8210

STATE LEVEL GOALS

Concern (2)

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Family Income - Distribution	1330
Morbidity Rate	1390
Population Receiving Public Assistance	1400
Public Offenses	1420
Voter Registrations	1440
Education Enrollments - Total	1500

*

Potential Applicants to Postsecondary Education	2010

*

State Manpower Requirement - Total	3030
State Civilian Labor Force - Total	3130
State Civilian Labor Force - Employed	3230
State Occupational Earnings - Average	3330
State Occupational Turnover Rate	3430

STATE LEVEL OBJECTIVES

Concern (3)

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Price Index	1220
New Construction Activity - Value	1250
Housing Starts	1260
Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Family Income - Distribution	1330
Deaths	1380
Morbidity Rate	1390
Population Receiving Public Assistance	1400
Public Offenses	1420
Educational Attainment Level	1460
Education Enrollments - Total	1500
Secondary Education Institutions	1510

*

Potential Applicants to Postsecondary Education	2010
High School Graduates	2070
High School Graduates - Continuing to Postsecondary Education	2080
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210
Financial Aid - Total	2250
Average Cost to Student - Total	2300
Average Incurred Cost to Student - Out-of-Pocket	2310

*

State Manpower Requirement - Total	3030
Local Manpower Requirement - Total	3050
State Civilian Labor Forec - Total	3130
Local Civilian Labor Force - Total	3150
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

*

Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities - Completions	4070
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170
Individuals Served by Support Programs	4220

*

Student Enrollment - Headcount	5010
In-State Students	5150
Out-of-State Students	5170

*

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050

Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Current Funds Revenues	6210
Total Current Funds Expenditures	6310
Scholarship and Fellowship Expenditures	6410

*

Enrollment Capacity	8110
Design Capacity	8140

INSTITUTIONAL ROLE AND SCOPE

Concern (4)

Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

*

Postsecondary Education Applicants Accepted	2050
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Transfer Students	2150
Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210
Financial Aid - Total	2250

*

Local Manpower Requirement - Total	3050
Local Civilian Labor Force - Total	3150
Local Civilian Labor Force - Employed	3250

*

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030

Research Programs and Activities	4050
Research Programs and Activities - Completions	4070
Public Service Programs and Activities	4110
Public Service Programs and Activities - Completions	4130
Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220

*

Full-Time Students	5040
Part-Time Students	5070
In-State Students	5150
Out-of-State Students	5170

*

Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190
Total Current Funds Revenues	6210
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Scholarship and Fellowship Expenditures	6410

*

Land Area	8010
Enrollment Capacity	8110
Design Capacity	8140

STATEWIDE ORGANIZATION

Concern (5)

Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

*

Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210

*

Instruction Programs, Courses of Study, and Activities	4010
Research Programs and Activities	4050
Public Service Programs and Activities	4110
Sponsored Project Proposals Submitted	4210

*

Full-Time Equivalent Students	5100
In-State Students	5150
Out-of-State Students	5170

*

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Current Funds Revenues	6210
Total Current Funds Expenditures	6310

*

Staff - Headcount	7010
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130
Student-Faculty Ratio	7210

*

Land Area	8010
Gross Area	8030

STATEWIDE COORDINATION

Concern (6)

Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

*

First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Transfer Students	2150
Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180
Financial Aid - Total	2250

*

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities	4050
Research Programs and Activities - Completions	4070
Public Service Programs and Activities	4110
Public Service Programs and Activities - Completions	4130

*

Full-Time Equivalent Students	5100

*

Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Scholarship and Fellowship Expenditures	6410
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Staff - Headcount	7010
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130
Student-Faculty Ratio	7210

*

Gross Area	8030
Assignable Area	8050
Nonassignable Area	8070
Enrollment Capacity	8110
Occupancy Rate	8510

PROGRAM DEMAND

Concern (7)

New Construction Activity - Value	1250
Housing Starts	1260
Vacancy Rate in Rental Housing	1270
Family Income - Distribution	1330
Intrastate Migrations	1350
Interstate Migrations	1360
Births	1370
Deaths	1380
Population Receiving Public Assistance	1400
Public Offenses	1420
Education Enrollments - Total	1500
Secondary Education Institutions	1510

*

Potential Applicants to Postsecondary Education	2010
Applicants to Postsecondary Education Programs and/or Activities	2030
High School Graduates	2070
High School Graduates - Continuing to Postsecondary Education	2080
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210
Average Cost to Student - Total	2300
Average Incurred Cost to Student - Out-of-Pocket	2310
Average Cost to Student - Present Value of Foregone Income	2320

*

National Manpower Requirements - Total	3010
State Manpower Requirements - Total	3030
Local Manpower Requirements - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210

State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

*

Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities - Completions	4070
Public Service Programs and Activities - Completions	4130
Individuals Served by Support Programs	4220
Library Collections and Holdings	4230

*

Student Enrollment - Headcount	5010

*

Assignable Area	8050
Design Capacity	8140

PROGRAM EXISTENCE AND SIZE

Concern (8)

Vacancy Rate in Rental Housing	1270
Personal Income - Total	1300
Family Income - Distribution	1330
Births	1370
Deaths	1380
Morbidity Rate	1390
Population Receiving Public Assistance	1400
Public Offenses	1420
Education Enrollments - Total	1500
Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

*

Potential Applicants to Postsecondary Education	2010
Postsecondary Education Applicants Accepted	2050

High School Graduates - Continuing to Postsecondary Education	2080
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Financial Aid - Total	2250

*

National Manpower Requirement - Total	3010
State Manpower Requirement - Total	3030
Local Manpower Requirement - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

*

Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170
Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220
Library Collections and Holdings	4230

*

Full-Time Equivalent Students	5100
In-State Students	5150
Out-of-State Students	5170

*

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Fund Balances - All Fund Groups	6090
Total Additions - All Fund Groups	6110

Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190
Total Current Funds Revenues	6210
Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Scholarship and Fellowship Expenditures	6410
Capital Asset Expenditures	6430
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Student-Faculty Ratio	7210

*

Gross Area	8030
Assignable Area	8050
Enrollment Capacity	8110
Design Capacity	8140
Average Section Size (AvSS)	8310

PROGRAM LOCATION

Concern (9)

Housing Starts	1260
Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Intrastate Migrations	1350
Interstate Migrations	1360
Births	1370
Deaths	1380
Population Receiving Public Assistance	1400
Educational Attainment Level	1460
Secondary Education Institutions	1510

*

Potential Applicants to Postsecondary Education	2010
Applicants to Postsecondary Education Programs and/or Activities	2030
Postsecondary Education Applicants Accepted	2050
High School Graduates - Continuing to Postsecondary Education	2080

*

National Manpower Requirement - Total	3010
State Manpower Requirement - Total	3030
Local Manpower Requirement - Total	3050

*

Instruction Programs, Courses of Study, and Activities	4010
Research Programs and Activities	4050
Public Service Programs and Activities	4110

*

Gross Area	8030
Design Capacity	8140

STUDENT ACCESS

Concern (10)

Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Family Income - Distribution	1330
Population - Total	1340
Intrastate Migrations	1350
Interstate Migrations	1360
Population Receiving Public Assistance	1400
Education Enrollments - Total	1500
Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

*

Potential Applicants to Postsecondary Education	2010
Applicants to Postsecondary Education Programs and/or Activities	2030

Postsecondary Education Applicants Accepted	2050
High School Graduates	2070
High School Graduates - Continuing to Postsecondary Education	2080
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Transfer Students	2150
Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210
Financial Aid - Total	2250
Average Cost to Student - Total	2300
Average Incurred Cost to Student - Out-of-Pocket	2310
Average Cost to Student - Present Value of Foregone Income	2320

*

National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

*

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170
Individuals Served by Support Programs	4220

*

Student Enrollment - Headcount	5010
Full-Time Students	5040
Part-Time Students	5070
In-State Students	5150
Out-of-State Students	5170

*

Scholarship and Fellowship Expenditures	6410

*

Enrollment Capacity	8110
Design Capacity	8140
Average Square Feet per Weekly Student Hour (AvSFWSH)	8410
Average Room Utilization Rate (AvRUR)	8420
Average Station Occupancy Ratio (AvSOR)	8430
Average Station Utilization Rate (AvSUR)	8440
Occupancy Rate	8510

*

ORGANIZATIONAL UNIT COSTS

Concern (11)

Instruction Programs, Courses of Study, and Activities	4010
Research Programs and Activities	4050
Public Service Programs and Activities	4110
Library Collections and Holdings	4230

*

Full-Time Equivalent Students	5100

*

Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Capital Asset Expenditures	6430
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100
Student-Faculty Ratio	7210

PROGRAM COSTS

Concern (12)

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200

*

National Manpower Requirements - Total	3010
State Manpower Requirements - Total	3030
Local Manpower Requirements - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250

*

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030

Research Programs and Activities - Completions	4070
Public Service Programs and Activities - Completions	4130

*

Student Enrollment - Headcount	5010
Full-Time Equivalent Students	5100

*

Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Capital Asset Expenditures	6430
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100
Student-Faculty Ratio	7210

*

Average Section Size (AvSS)	8310

ORGANIZATIONAL UNIT IMPACTS

Concern (13)

Morbidity Rate	1390
Public Offenses	1420
Voter Registrations	1440
Educational Attainment Level	1460
Education Enrollments - Total	1500

*

Financial Aid - Total	2250

*

Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities - Completions	4070
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170
Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220
Library Collections and Holdings	4230

*

Scholarship and Fellowship Expenditures	6410

*

Full-Time Equivalent Staff	7100

PROGRAM IMPACTS

Concern (14)

Gross State Income	1010
Gross State Product	1040
Deaths	1380
Morbidity Rate	1390
Population Receiving Public Assistance	1400

*

Transfer Students	2150
Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180

*

National Manpower Requirements - Total	3010
State Manpower Requirements - Total	3030
Local Manpower Requirements - Total	3050

National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

*

Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities - Completions	4070
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170
Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220

*

Full-Time Equivalent Staff	7100

DIFFERENTIATION AND ARTICULATION

Concern (15)

Education Enrollments - Total	1500
Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

*

High School Graduates - Continuing to Postsecondary Education	2080
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Transfer Students	2150

Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180
Student Migrations - Intrastate	2200

*

Instruction Programs, Courses of Study, and Activities	4010
Research Programs and Activities	4050
Public Service Programs and Activities	4110

PROGRAM PRIORITIES

Concern (16)

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Intrastate Migrations	1350
Interstate Migrations	1360
Births	1370
Deaths	1380
Morbidity Rate	1390
Public Offenses	1420

*

Potential Applicants to Postsecondary Education	2010
Applicants to Postsecondary Education Programs and/or Activities	2030

*

National Manpower Requirements - Total	3010
State Manpower Requirements - Total	3030
Local Manpower Requirements - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250

*

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities	4050
Research Programs and Activities - Completions	4070
Public Service Programs and Activities	4110
Public Service Programs and Activities - Completions	4130
Library Collections and Holdings	4230

*

Student Enrollment - Headcount	5010

*

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Fund Balances - All Fund Groups	6090
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Design Capacity	8140
Average Square Feet per Weekly Student Hour (AvSFWSH)	8410
Average Room Utilization Rate (AvRUR)	8420
Average Station Occupancy Ratio (AvSOR)	8430
Average Station Utilization Rate (AvSUR)	8440

OPERATIONAL FUNDING

Concern (17)

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Price Index	1220

*

Financial Aid - Total	2250

*

Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220
Library Collections and Holdings	4230

*

Full-Time Equivalent Students	5100

*

Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190
Total Current Funds Revenues	6210
Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360

Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Scholarship and Fellowship Expenditures	6410
Capital Asset Expenditures	6430
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Staff - Headcount	7010
Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130
Student-Faculty Ratio	7210

*

Land Area	8010
Gross Area	8030
Estimated Replacement Value	8210
Average Section Size (AvSS)	8310

CAPITAL FUNDING

Concern (18)

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130

Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Price Index	1220
Housing Starts	1260
Vacancy Rate in Rental Housing	1270

*

Sponsored Project Proposals Submitted	4210

*

Full-Time Equivalent Students	5100

*

Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190
Total Current Funds Revenues	6210
Capital Asset Expenditures	6430

*

Full Time Equivalent Staff	7100

*

Land Area	8010
Gross Area	8030
Assignable Area	8050
Nonassignable Area	8070
Estimated Replacement Value	8210
Average Square Feet per Weekly Student Hour (AvSFWSH)	8410
Average Room Utilization Rate (AvRUR)	8420
Average Station Occupancy Ratio (AvSOR)	8430
Average Station Utilization Rate (AvSUR)	8440
Occupancy Rate	8510

REVENUE ANALYSIS

Concern (19)

Gross State Income	1010

Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200

*

Financial Aid - Total	2250

*

Full-Time Students	5040
Part-Time Students	5070
Full-Time Equivalent Students	5100
In-State Students	5150
Out-of-State Students	5170

*

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Fund Balances - All Fund Groups	6090
Total Additions - All Fund Groups	6110
Total Current Funds Revenues	6210
Scholarship and Fellowship Expenditures	6410

*

Occupancy Rate	8510

FACULTY AND STAFF WORKLOAD

Concern (20)

Individuals Served by Support Programs	4220

Library Collections and Holdings	4230

*

Full-Time Equivalent Students	5100

*

Compensation Expenditures	6450
Full Cost per Semester Credtis	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Staff - Headcount	7010
Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130
Student-Faculty Ratio	7210

*

Average Section Size (AvSS)	8310
Average Square Feet per Weekly Student Hour (AvSFWSH)	8410
Average Room Utilization Rate (AvRUR)	8420
Average Station Occupancy Ratio (AvSOR)	8430
Average Station Utilization Rate (AvSUR)	8440

FACULTY AND STAFF COMPENSATION

Concern (21)

Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320

*

Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350

Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

*

Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100

STUDENT AID

(Concern 22)

Family Income - Distribution	1330
Population Receiving Public Assistance	1400

*

Transfer Students	2150
Continuing Students	2160
Readmitted Students	2170
Financial Aid - Total	2250
Average Cost to Student - Total	2300
Average Incurred Cost to Student - Out-of-Pocket	2310
Average Cost to Student - Present Value of Foregone Income	2320

*

In-State Students	5150
Out-of-State Students	5170

*

Scholarship and Fellowship Expenditures	6410

MANPOWER

Concern (23)

New Construction Activity - Value	1250
Housing Starts	1260
Population - Total	1340
Intrastate Migrations	1350
Interstate Migrations	1360
Population Receiving Public Assistance	1400
Education Enrollments - Total	1500

*

Discontinuing Students	2180
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210

*

National Manpower Requirements - Total	3010
State Manpower Requirements - Total	3030
Local Manpower Requirements - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

*

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170

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STATEWIDE MEASURES INVENTORY

An Inventory of Items of Information Relevant to Statewide Postsecondary Education Planning and Management

Technical Report 68A

Katherine A. Allman
Paul Wing
James N. McLaughlin

1975

This document is a companion to another NCHEMS report, An Overview and Guide to the Use of the Statewide Measures Inventory (Technical Report No. 68B). The two have been developed jointly and it is the hope of the authors that they will be used together to take advantage of their complementarity. Both documents are part of a program supported by the National Institute of Education (NIE).

National Center for Higher Education Management Systems at
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PREFACE

This document has been developed jointly by the NCHEMS staff and the Statewide Measures Task Force, reviewed by the staff, the Task Force, and the entire NCHEMS mailing list, and approved for release by the NCHEMS Board of Directors.

In developing definitions for many of the measures and glossary items in the Inventory, the staff has drawn heavily on past and present efforts of organizations other than NCHEMS as well as other NCHEMS projects. Considerable time and effort have been devoted to ensuring that the definitions of terms included in this Inventory (whether they be measures or glossary terms) are compatible with those used in other NCHEMS efforts. This does not mean that the definitions are identical, but it does mean that at the time of the publication of this document they are substantively the same.

Although the primary target audience of this document is policy makers and analysts in state postsecondary education agencies, it is anticipated that postsecondary education institutions, learning centers, and national organizations also will find it of interest. For this reason, it is being distributed to the entire NCHEMS mailing list.

It is the intention of the staff and the Board of Directors that participating state agencies and institutions implement the Inventory for planning and information exchange purposes. The measures contained in the Inventory are to be regarded as current recommendations by NCHEMS and not as standards for any mandated reporting purposes.

Although this is the final version of the Statewide Measures Inventory, NCHEMS intends to update the Inventory as appropriate in the future. Revised pages and sections will be sent to each individual to whom this document has been sent. Pages that have been replaced should be destroyed.

The use of the term "management" in this document and in the Inventory is not intended to convey the impression that state level agencies do or should manage individual institutions in the sense in which this term is ordinarily used. The term "management" should be interpreted to reflect only the execution of those decision-making responsibilities that are assigned to the state level agency.

Questions regarding the Statewide Measures Inventory should be directed to Kathy Allman or Paul Wing, NCHEMS, P.O. Drawer P, Boulder, Colorado 80302.

ACKNOWLEDGEMENTS

This field review edition of the Statewide Measures Inventory is the product of the efforts of many persons. In particular, the authors are indebted to the members of the Statewide Measures Task Force, who deliberated at length over the measures to be included in the Inventory and the related definitions and discussions:

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New Mexico Board of Educational
Finance

Also contributing to the development of this document were the following members of the staff of the National Center for Higher Education Management Systems: Maureen Byers, Dave Clark, Doug Collier, Suzette Goddard, Vaughn Huckfeldt, Dennis Jones, Charles Manning, Marilyn McCoy, Sid Micek, Ed Myers, Nancy Renkiewicz, Clara Roberts, Leonard Romney, Bob Staaf, James Topping, and Bob Wallhaus.

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*Chairman of the Task Force

Special thanks are due also to Cynthia Labuda, Barbara Baker, Phyllis Brekken, and Julie Scott for their patience and perseverance in typing this and previous versions of the document.

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INTRODUCTION

The Statewide Measures Inventory is essentially a list of items of information, along with concise definitions and other information of interest, relevant to statewide postsecondary education planning and management. It has been designed primarily as a working document for use by state-level postsecondary education planners and decision makers.

The primary objective of the Inventory is to improve and simplify communication through increased standardization of terminology and usage. Secondary objectives are to provide assistance to those concerned with developing and designing data bases and information systems, and to suggest ways that statewide planning and decision making might be improved through the identification of problems and issues to which the measures in the Inventory are relevant.

Although the Inventory was developed in the context of statewide planning and decision making, it may prove valuable to institutional and national planners and decision makers as well. To the extent that their concerns coincide with those identified herein as important for state-level planners and decision makers, they should find it a valuable reference document.

It should be emphasized that the Inventory is not by itself a useful planning and management tool. It does provide a start toward the standardization of terminology for postsecondary education planning and management, and it suggests ways of linking this terminology to a variety of general statewide concerns. However, with respect to the tasks of analyzing specific statewide problems and issues and developing operational information systems the Inventory is at best a point of departure or frame of reference.

Many steps must be taken to transform the Inventory from its current status as a general reference document into a set of truly operational tools and procedures. Some of these steps, particularly those which are relevant in a large number of states and agencies, will be explored more fully in other NCHEMS projects; others, because of special circumstances in individual agencies, will have to be dealt with on an individual basis by the agencies themselves. It is beyond the scope of this project to delve into these matters in detail. Hopefully, however, the Inventory will prove to be a useful starting point for thought and activity in the area of statewide planning and management for postsecondary education.

The discussion that follows outlines some specific conventions that have been followed in the development of the Inventory, provides a few specific suggestions about how to interpret and use the information provided in the Inventory, and mentions some of the limitations of the Inventory. Readers interested in a discussion of the purposes, objectives, organization, format, development, possible uses, and historical antecedents of the Inventory should consult the companion document, An Overview and Guide to the Use of the Statewide Measures Inventory (Wing, McLaughlin, and Allman, 1975).

FORMAT OF THE INVENTORY

For each measure in the Inventory the following information is provided: MEASURE NUMBER; MEASURE NAME; DEFINITION; CODES, CATEGORIES, AND COMMENTS; RELEVANT STATE-LEVEL CONCERNS; SOURCES; and DATE ISSUED. To minimize the possibility of misunderstanding the intent of each of these items a brief description is provided below:

Measure Number

The measure number is provided solely to facilitate locating and cross-referencing measures. It has no special significance or implications for standard coding practices.

Measure Name

Most of the measures in the Inventory are terms that are used frequently in various reporting and analytical contexts at the state level and often at the institutional level as well. In these cases the Measure Names reflect common usage. There are a few cases in which the Measure Names may not be familiar or commonly used. In these cases an attempt has been made to ensure that the name reflects the intent and definition of the measure as accurately as possible.

Definition

The definitions included in this Inventory for measures and glossary terms are consistent with definitions for the same terms used in other NCHEMS projects and products at the time of the publication of this Inventory. Major changes in definitions in the other projects and products are not currently anticipated, but any that are made will be reflected in future updates of the Inventory.

Measures related to institutional characteristics (for example, enrollments) have been defined so that the individual institution is the basic aggregation unit. It is assumed that users interested in groups of institutions will have little difficulty in aggregating the institutional totals provided by these definitions. Wing and Romney (1974) suggest some approaches to this aggregation problem.

Codes, Categories, and Comments

The Codes, Categories, and Comments section for each measure in the Inventory provides several kinds of supplementary information, including suggestions about ways of linking and cross referencing measures, notes about possible uses of the measures, additional clarification of the definition of the measures and references containing additional discussion. These items are suggestions that reflect the current best judgments of the staff and Task Force; they should not be adopted uncritically.

For some measures it was necessary to extend the comments beyond the space provided on the front of the Inventory page. In such cases the text has been continued on the reverse side of the page so that each measure can be covered on a single sheet of paper.

Relevant State-Level Concerns

Relevant state-level concerns have been identified for each of the measures in the Inventory. These represent an initial attempt by the staff and the Task Force to identify potential uses and applications of the measures. See Wing, McLaughlin, and Allman (1975) for further discussion of this topic.

Sources

Space has been left at the bottom of each Inventory page to identify the source(s) from which data for the corresponding measure can be obtained. If an acceptable standard data source is available for a measure, it has been identified.

For most of the measures there do not exist sources of data that use the same definitions as provided in the Inventory. For policy makers and analysts who would be willing to use data not necessarily based on the Inventory definitions, NCHEMS has compiled A Reference Guide to Postsecondary Education Data Sources (Allman, 1975). This document identifies and describes around 250 publications, articles, and data bases that contain data related to about three-fourths of the measures in the Inventory. The Reference Guide does not contain the actual data, but it does contain information about where the data can be found.

Date Issued

The date issued is included solely to facilitate future updating of the Inventory. When changes are made by the Center in any of the measures, replacement pages appropriately dated will be issued to recipients of the First Edition of the Inventory.

Glossary

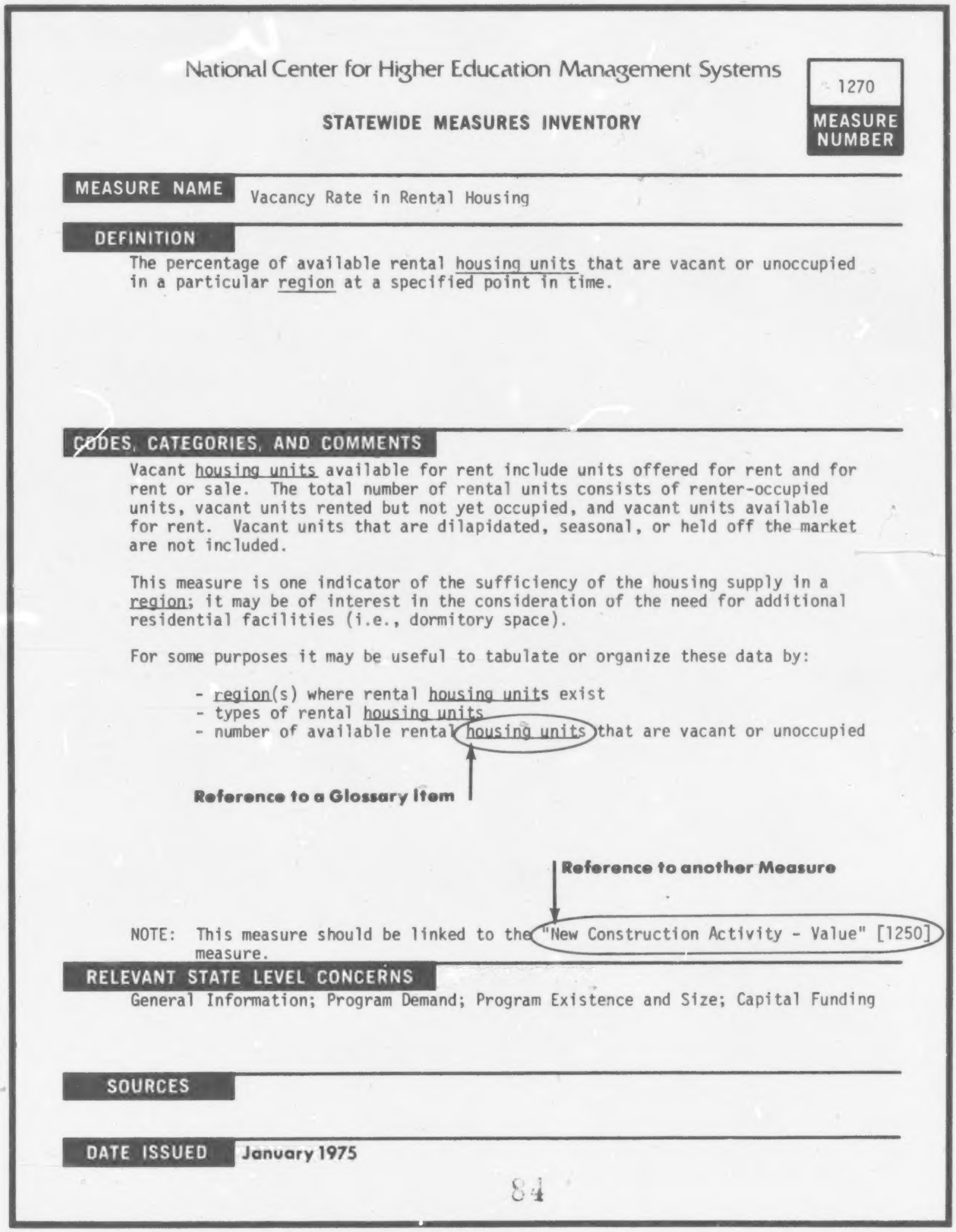
Many of the measures in the Inventory cannot be completely explained and understood without reference to other terms. The glossary has been provided to define many of these additional terms, which, though possibly not directly relevant to state-level planning and management, are relevant to the understanding of many of the measures in the Inventory.

The REFERENCE line for each Glossary term identifies the source of the definition used for that term. In most cases glossary items have been taken from other NCHEMS projects (for example, the Data Element Dictionary) and the definitions provided are based on those used in these other projects. In these cases the NCHEMS project(s) are identified by acronyms that are defined at the front of the Glossary. In some cases glossary items have been taken from sources outside NCHEMS, in which cases the reference documents are identified explicitly. If the definition was developed as part of this project, the reference line has been left blank.

Cross Referencing

To eliminate the need for an elaborate footnoting system the following conventions have been used to cross reference between measures in the Inventory and items in the Glossary: Any glossary term that is used in the Inventory or in the definition or discussion of another glossary term is underlined. In addition, any measure mentioned in any other measures or in a glossary item has been capitalized, identified with quotation marks, and tagged with the appropriate measure number in brackets. These two cross referencing techniques are illustrated in Figure 1.

Figure 1
CROSS REFERENCING PROCEDURE USED
IN THE STATEWIDE MEASURES INVENTORY



National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1270	**MEASURE NUMBER**

MEASURE NAME Vacancy Rate in Rental Housing

DEFINITION

The percentage of available rental housing units that are vacant or unoccupied in a particular region at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

Vacant housing units available for rent include units offered for rent and for rent or sale. The total number of rental units consists of renter-occupied units, vacant units rented but not yet occupied, and vacant units available for rent. Vacant units that are dilapidated, seasonal, or held off the market are not included.

This measure is one indicator of the sufficiency of the housing supply in a region; it may be of interest in the consideration of the need for additional residential facilities (i.e., dormitory space).

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where rental housing units exist
- types of rental housing units
- number of available rental housing units that are vacant or unoccupied

Reference to a Glossary Item

Reference to another Measure

NOTE: This measure should be linked to the "New Construction Activity - Value" [1250] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Capital Funding

SOURCES

DATE ISSUED **January 1975**

MEASURES INCLUDED IN THE EIGHT SECTIONS OF THE STATEWIDE MEASURES INVENTORY

(A) GENERAL INFORMATION ABOUT THE STATE

Gross State Income	1010
Gross State Product	1040
Revenues - Total for State	1070
General Revenues - Total for State	1080
Taxes - Total for State	1085
Intergovernmental Revenues - Total for State	1090
Charges and Miscellaneous General Revenues - Total for State	1095
Appropriations - Total for State	1110
General Appropriations - Total for State	1120
General Appropriations - Total for Education	1125
General Appropriations - Total for Postsecondary Education	1130
Expenditures - Total for State	1150
General Expenditures - Total for State	1160
General Expenditures - Total for Education	1165
General Expenditures - Total for Postsecondary Education	1170
Debt - Total for State	1190
Cash and Security Holdings - Total for State	1200
Price Index	1220
New Construction Activity - Value	1250
Housing Starts	1260
Vacancy Rate in Rental Housing	1270
Personal Income - Total	1300
Disposable Personal Income - Total	1310
Personal Consumption Expenditures - Total	1320
Family Income - Distribution	1330
Population - Total	1340
Intrastate Migrations	1350
Interstate Migrations	1360
Births	1370
Deaths	1380
Morbidity Rate	1390
Population Receiving Public Assistance	1400
Public Offenses	1420
Voter Registrations	1440
Educational Attainment Level	1460
Education Enrollments - Total	1500
Secondary Education Institutions	1510
Postsecondary Education Institutions and Learning Centers	1520

(B) STUDENT ACCESS

Potential Applicants to Postsecondary Education	2010
Applicants to Postsecondary Education Programs and/or Activities	2030
Postsecondary Education Applicants Accepted	2050
High School Graduates	2070
High School Graduates - Continuing to Postsecondary Education	2080
First-Time Entering Students - Undergraduate	2100
First-Time Entering Students - First Professional	2110
First-Time Entering Students - Graduate	2120
Transfer Students	2150
Continuing Students	2160
Readmitted Students	2170
Discontinuing Students	2180
Student Migrations - Intrastate	2200
Student Migrations - Interstate	2210
Financial Aid - Total	2250
Average Cost to Student - Total	2300
Average Incurred Cost to Student - Out-of-Pocket	2310
Average Cost to Student - Present Value of Foregone Income	2320

(C) MANPOWER

National Manpower Requirement - Total	3010
State Manpower Requirement - Total	3030
Local Manpower Requirement - Total	3050
National Civilian Labor Force - Total	3110
State Civilian Labor Force - Total	3130
Local Civilian Labor Force - Total	3150
National Civilian Labor Force - Employed	3210
State Civilian Labor Force - Employed	3230
Local Civilian Labor Force - Employed	3250
National Occupational Earnings - Average	3310
State Occupational Earnings - Average	3330
Local Occupational Earnings - Average	3350
National Occupational Turnover Rate	3410
State Occupational Turnover Rate	3430
Local Occupational Turnover Rate	3450

(D) PROGRAMS

Instruction Programs, Courses of Study, and Activities	4010
Instruction Programs, Courses of Study, and Activities - Completions	4030
Research Programs and Activities	4050
Research Programs and Activities - Completions	4070
Public Service Programs and Activities	4110
Public Service Programs and Activities - Completions	4130
Certification and Licensing Examinations - Attempts	4150
Certification and Licensing Examinations - Successful Completions	4170
Sponsored Project Proposals Submitted	4210
Individuals Served by Support Programs	4220
Library Collections and Holdings	4230

(E) ENROLLMENTS

Student Enrollment - Headcount	5010
Full-Time Students	5040
Part-Time Students	5070
Full-Time Equivalent Students	5100
In-State Students	5150
Out-of-State Students	5170

(F) FINANCES

Total Assets - All Fund Groups	6010
Total Liabilities - All Fund Groups	6050
Total Fund Balances - All Fund Groups	6090
Total Additions - All Fund Groups	6110
Total Deductions - All Fund Groups	6150
Total Net Change in Fund Balances - All Fund Groups	6190
Total Current Funds Revenues	6210
Total Current Funds Expenditures	6310
Instruction Expenditures	6330
Research Expenditures	6340
Public Service Expenditures	6350
Academic Support Expenditures	6360
Student Services Expenditures	6370
Institutional Support Expenditures	6380
Independent Operations Expenditures	6390
Scholarship and Fellowship Expenditures	6410
Capital Asset Expenditures	6430
Compensation Expenditures	6450
Full Cost per Semester Credits	6510
Full Cost per Contact Hours	6530
Full Cost per Course Enrollments	6550
Full Cost per Full-Time Equivalent Student	6570

(G) STAFF

Staff - Headcount	7010
Full-Time Staff	7040
Part-Time Staff	7070
Full-Time Equivalent Staff	7100
Staff Activity Workload - Average	7130
Student-Faculty Ratio	7210

(H) FACILITIES

Land Area	8010
Gross Area	8030
Assignable Area	8050
Nonassignable Area	8070
Enrollment Capacity	8110

(H) FACILITIES (Continued)

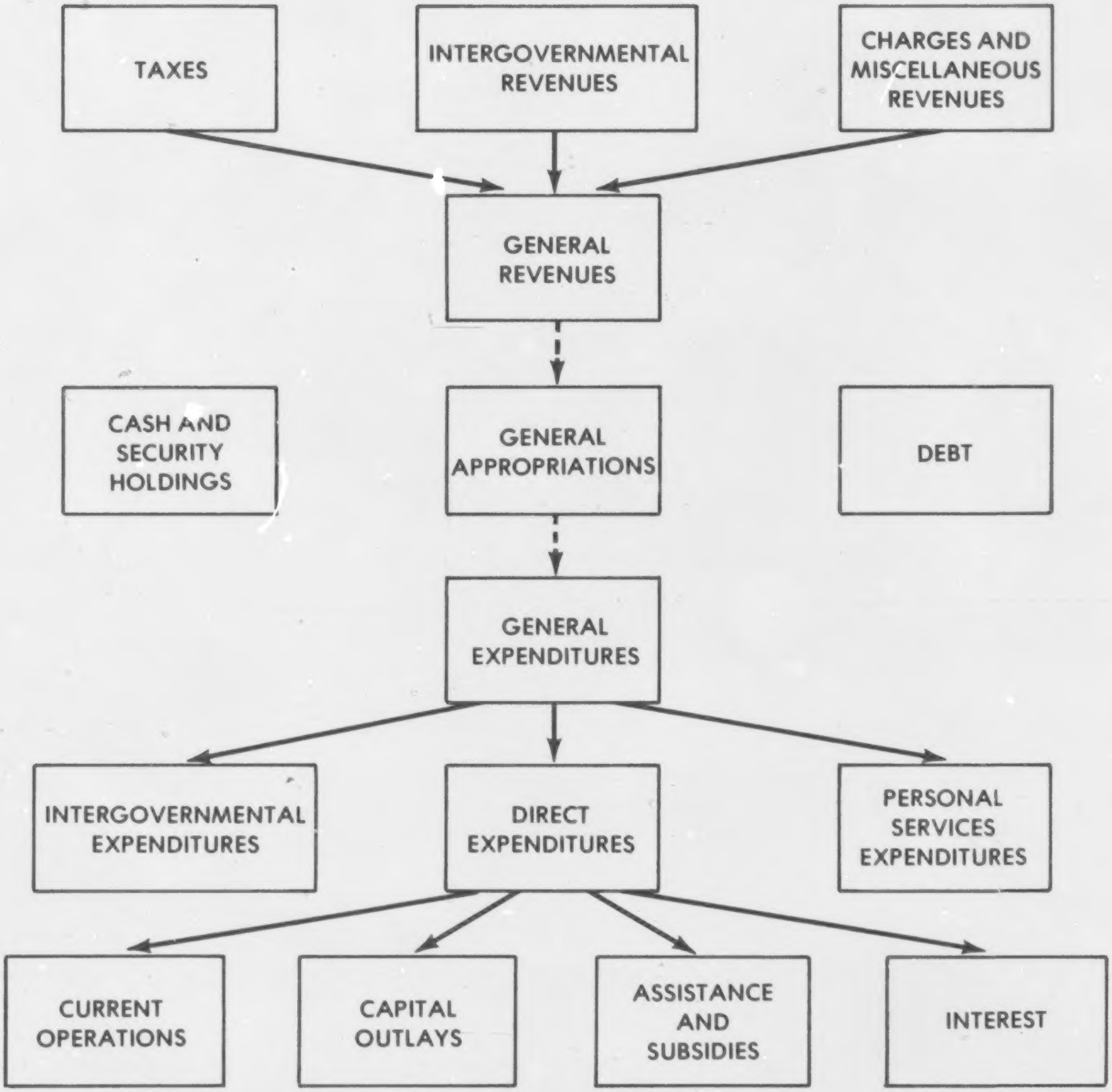
Design Capacity	8140
Estimated Replacement Value	8210
Average Section Size (AvSS)	8310
Average Square Feet per Weekly Student Hour (AvSFWSH)	8410
Average Room Utilization Rate (AvRUR)	8420
Average Station Occupancy Ratio (AvSOR)	8430
Average Station Utilization Rate (AvSUR)	8440
Occupancy Rate	8510

GENERAL INFORMATION ABOUT THE STATE

The measures in this section of the Inventory serve mainly as basic reference points for describing the environment of state-level postsecondary education planning and decision making. The measures fall into five general categories: general financial status of the state (measures 1010 to 1200), general economic indicators (measures 1220 to 1330), demographic measures (measures 1340 to 1380), general social indicators (measures 1390 to 1500), plus an inventory of all secondary and postsecondary education institutions (measures 1510 to 1520).

Since the relationships among the various revenue, appropriation, and expenditure categories may not be clear from the definitions and comments in the individual measures, a Figure is provided on the following page that illustrates flows and linkages. It should be noted that the figure represents dollar flows in the "general" government activity sector as defined by the U.S. Bureau of the Census (1971). Similar figures could be developed for the other three sectors defined by the Census Bureau (utility, liquor stores, and insurance trust). The "Debt" and "Cash and Security Holdings" boxes are not linked to any of the other boxes because, as defined by the U.S. Bureau of the Census, they do not fit into the general flow pattern in the figure. For a more detailed discussion and more explicit definitions, see U.S. Bureau of the Census (1971).

GENERAL RELATIONSHIPS AMONG GOVERNMENT REVENUES, APPROPRIATIONS, AND EXPENDITURES


TAXES
INTERGOVERNMENTAL REVENUES
CHARGES AND MISCELLANEOUS REVENUES
GENERAL REVENUES
CASH AND SECURITY HOLDINGS
GENERAL APPROPRIATIONS
DEBT
GENERAL EXPENDITURES
INTERGOVERNMENTAL EXPENDITURES
DIRECT EXPENDITURES
PERSONAL SERVICES EXPENDITURES
CURRENT OPERATIONS
CAPITAL OUTLAYS
ASSISTANCE AND SUBSIDIES
INTEREST

1010	MEASURE NUMBER

MEASURE NAME Gross State Income

DEFINITION

The total income earned, but not necessarily received, of labor and property from the production of goods and services in a state within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

This measure is based on the flow-of-cost notion. Further, it may be thought of as being composed of wages and other employee supplements, net interest, rental income of persons, indirect business taxes and adjustments, income of unincorporated enterprises, corporate profits before taxes, and depreciation.

For some purposes it may be useful to tabulate or organize these data by:

- components of gross state income (e.g., wages and other employee supplements, corporate profits before taxes, etc.)
- locality(ies)
- types of corporate profits before taxes (e.g., dividends, corporate profit taxes, undistributed taxes, etc.)
- ratios (e.g., "Gross State Income" [1010]/national income, "Gross State Income" [1010]/"Gross State Product" [1040], etc.)

Per capita computations may be particularly useful.

NOTE: To derive a state income figure, subtract depreciation and indirect business taxes and transfer payments.

If data are available only for aggregate regions or for the nation rather than for states, then a decision needs to be made whether an accurate set of state estimates can be provided by weighting the

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Program Impacts; Revenue Analysis

SOURCES

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

regional or national data by a series of aggregate state figures or whether some proxy should be employed to make the state allocations. If only very sparse regional data or none at all are available, then a decision needs to be made as to an appropriate distribution series that can be used to allocate the national figures to the state.

This measure should be linked to the "Gross State Product" [1040] measure.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1040

MEASURE NUMBER

MEASURE NAME Gross State Product

DEFINITION

The state's total current output of goods and services, valued at the market prices they command, plus investment expenditures, within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

This measure is based on the flow-of-product notion. Further, it may be thought of as being composed of personal consumption expenditures on goods and services, gross private capital formation, net inventory change, gross state exports, state and local government net purchases of goods and services, federal government purchases, and depreciation.

For some purposes it may be useful to tabulate or organize these data by:

- components of gross state product (e.g., "Personal Consumption Expenditures - Total" [1320], gross state exports, etc.)
- locality(ies)
- types of "Personal Consumption Expenditures - Total" [1320] (e.g., for durable and nondurable goods, services, etc.)
- ratios (e.g., "Gross State Product" [1040]/gross national product, "Gross State Income" [1010]/"Gross State Product" [1040], etc.)

Per capita computations may be particularly useful.

NOTE: If data are available only for aggregate regions or for the nation rather than for states, then a decision needs to be made whether an accurate set of state estimates can be provided by weighting the regional or national data by a series of aggregate state figures or whether some proxy should be employed to make the state allocations. If only very sparse regional data or none at all are available, then a decision needs to be made as to an appropriate distribution series that can be used to allocate the

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Program Impacts; Revenue Analysis

SOURCES

DATE ISSUED **January 1975**

1040

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

national figures to the state. Employment, payroll, or production data are possible allocation factors.

This measure should be linked to the "Gross State Income" [1010] measure.

National Center for Higher Education Management Systems

1070
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Revenues - Total for State

DEFINITION

All amounts of money received by the state government from external sources--net of refunds and other correcting transactions--other than from issuance of debt, liquidation of investments, and agency and private trust transactions for a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

This measure should include amounts for all funds and agencies of the state government, such as the "general fund", special revenue, special assessment, trust, sinking, and utility funds, and all other funds used to account for receipts in the name of the government or any boards, commissions, or other agencies classified as part of the state government. Any amounts transferred between funds or agencies of the state government should be excluded.

For some purposes it may be useful to tabulate or organize these data by:

- sources of revenue (i.e., general government, utilities, liquor stores, and insurance trust revenues)
- locality(ies) from which revenues are received
- ratios (e.g., "Revenues - Total for State"[1070]/"Expenditures - Total for State" [1050], etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Appropriations - Total for State" [1110], "Expenditures - Total for State" [1150], "Debt - Total for State" [1190], and "Cash and Security Holdings - Total for State" [1200] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED **January 1975**

1080
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME General Revenues - Total for State

DEFINITION

All revenues received by the state government from external sources except utility, liquor stores, and insurance trust revenues within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

The basis for this "general" distinction is not the fund or administrative unit established to account for and control a particular activity, but rather the nature of the revenue sources involved. The utility, liquor stores, and insurance trust categories are mentioned specifically because the U.S. Bureau of the Census excludes them from the general funds category.

For some purposes it may be useful to tabulate or organize these data by:

- sources of general revenue (i.e., taxes, intergovernmental revenues, and charges and miscellaneous general revenue)
- locality(ies) from which revenues are received
- ratios (e.g., "General Revenues - Total for State" [1080]/"Revenues - Total for State" [1070], etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Revenues - Total for State" [1070], "General Appropriations - Total for State" [1120], and "General Expenditures - Total for State" [1160] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 1085

MEASURE NAME Taxes - Total for State

DEFINITION

Amounts collected--including interest and penalities but excluding amounts paid under protest and amounts refunded--from all taxes imposed by the state government and collected by that government or collected for it by another government acting as its agent within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

This measure is an indicator of the degree to which the population in a state is or has been taxed to support services by various legally empowered taxing units. It may also be used with other Inventory measures to assess present and future taxing capabilities or responsibilities of the population.

For some purposes it may be useful to tabulate or organize these data by:

- types of taxes (i.e., property taxes, sales and gross-receipt taxes, license taxes, income taxes, death and gift taxes, documentary and stock transfer taxes, poll taxes, severance taxes, and taxes not elsewhere classified)
- locality(ies) from which taxes are collected
- characteristics of individual tax payers (e.g., age, ethnic status, socioeconomic status, etc.)
- ratios (e.g., "Taxes - Total for State" [1085]/"General Revenues - Total for State" [1080], etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Revenues - Total for State" [1080], "Personal Income - Total" [1300], and "Family Income - Distribution" [1330] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding, Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1090

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Intergovernmental Revenues - Total for State

DEFINITION

All grants, shared taxes, and contingent loans and advances for support of particular functions or for general financial support; any significant and identifiable amounts received from other governments as reimbursement for performance of governmental functions; and any other form of revenue representing the sharing by other governments in the financing of activities administered by the state government within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

Excluded would be amounts received from sale of property, commodities, and utility services to other governments.

For some purposes it may be useful to tabulate or organize these data by:

- purpose or function of intergovernmental revenues (e.g., education, health, and hospitals, highways, etc.)
- type of government from which the revenue is received (e.g., federal government, local governments, etc.)
- ratios (e.g., "Intergovernmental Revenues - Total for State" [1090]/ "General Revenues - Total for State" [1080], etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Revenues - Total for State" [1080] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1095
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Charges and Miscellaneous General Revenues - Total for State

DEFINITION

All general revenues received by the state government other than taxes and intergovernmental revenues within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

This measure should include current charges (e.g., airport charges, education charges, hospital charges, highway charges, housing and urban renewal charges, natural resource charges, parking facility charges, water transport and terminal charges, etc.), special assessments and reimbursements for capital outlay, sale of property, interest earnings, fines and forfeits, rents and royalties, donations from private sources, and miscellaneous general revenues not elsewhere classified.

For some purposes it may be useful to tabulate or organize these data by:

- types of charges (e.g., airport charges, education charges [such as tuition and laboratory fees], etc.)
- types of miscellaneous general revenue (e.g., sale of property, interest earnings, etc.)
- locality(ies) from which charges and miscellaneous general revenues are collected
- ratios (e.g., "Charges and Miscellaneous General Revenues - Total for State" [1095]/"General Revenues - Total for State" [1080], etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Revenues - Total for State" [1080] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1110
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Appropriations - Total for State

DEFINITION

All amounts of money set aside for specific uses by the state government, excluding money for retirement of debt, investment in securities, extension of loans, and agency transactions, within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

Appropriations include amounts for all funds and agencies of the state government, including the "general fund," special revenue, special assessment, trust, sinking, and utility funds, and all other funds used to account for payments in the name of the government or any boards, commissions, or other agencies classified as part of the government.

For some purposes it may be useful to tabulate or organize these data by:

- functions of appropriations (i.e., general, utilities, liquor stores, and insurance trust appropriations)
- character and object categories of appropriations (i.e., current operation, assistance and subsidies, capital outlay, interest, intergovernmental expenditures, employee-retirement expenditures, and insurance trust expenditures other than employee retirement)
- ratios (e.g. "Appropriations - Total for State" [1110]/"Revenues - Total for State" [1070], etc.)

Per capita computations may be particularly useful.

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RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: The U.S. Bureau of the Census does not publish information about appropriations.

This measure should be linked to the "Revenues - Total for State" [1070] and "Expenditures - Total for State" [1150] measures.

National Center for Higher Education Management Systems

1120

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME General Appropriations - Total for State

DEFINITION

All appropriations made by the state government other than those classified as utility, liquor stores, and insurance trust appropriations within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

The basis for this "general" distinction is not the fund or administrative unit established to account for and control a particular activity, but rather the nature of the appropriations involved. The utility, liquor stores, and insurance trust categories are mentioned specifically because the U.S. Bureau of the Census excludes them from the general funds category.

For some purposes it may be useful to tabulate or organize these data by:

- functions of general appropriations (e.g., airports, correction, education, etc.)
- character and object categories of general appropriations (e.g., current operation, assistance and subsidies, capital outlay, etc.)
- ratios (e.g., "General Appropriations - Total for State" [1120]/"Appropriations - Total for State" [1110], etc.)
- locality(ies) where programs and activities are operated

Per capita computations may be particularly useful.

NOTE: The U.S. Bureau of the Census does not publish information about appropriations.

This measure should be linked to the "General Revenues - Total for State" [1080], "Appropriations - Total for State" [1110], and "General Expenditures - Total for State" [1160] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

1125
MEASURE NUMBER

MEASURE NAME General Appropriations - Total for Education

DEFINITION

General appropriations made by the state government for education programs and activities within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

For some purposes it may be useful to tabulate or organize these data by:

- functions of education appropriations (e.g., public schools, institutions of higher education, support of private educational activities, etc.)
- character and object categories of education appropriations (e.g., current operation, assistance and subsidies, capital outlay, etc.)
- names of education programs and activities affected
- locality(ies) where education programs and activities are operated
- ratios (e.g., "General Appropriations - Total for Education" [1125]/ "General Appropriations - Total for State" [1120], etc.)

Per capita computations may be particularly useful.

NOTE: The U.S. Bureau of the Census does not publish information about appropriations.

This measure should be linked to the "General Appropriations - Total for State" [1120] and "General Expenditures - Total for Education" [1165] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems -

STATEWIDE MEASURES INVENTORY

1130
MEASURE NUMBER

MEASURE NAME General Appropriations - Total for Postsecondary Education

DEFINITION

General appropriations made by the state government for postsecondary education programs and activities within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure do not correspond exactly to those used by the U.S. Bureau of the Census for the collection and publication of statistics on governmental finances because the only postsecondary education statistics delineated in the Census classifications are those for public institutions.

For some purposes it may be useful to tabulate or organize these data by:

- names of postsecondary education programs and activities affected
- locality(ies) where postsecondary education programs and activities are operated
- postsecondary education institution and learning center categories
- character and object categories of postsecondary education appropriations (e.g., for current funds, plant funds, etc.)

Per capita computations may be particularly useful.

NOTE: The U.S. Bureau of the Census does not publish information about appropriations.

This measure should be linked to the "General Appropriations - Total for Education" [1125], "General Appropriations - Total for State" [1120], and "General Expenditures - Total for Postsecondary Education" [1170] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1150
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Expenditures - Total for State

DEFINITION

All amounts of money paid out by the state government--net of recoveries and other correcting transactions--other than for retirement of debt, investment in securities, extension of loans, and agency transactions within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

Expenditures relate to external payments of the state government. Governmental transfers within the state government are used only as a guide to suitable allocations of external payments.

Expenditures include amounts for all funds and agencies of the state government, including the "general fund", special revenue, special assessment, trust, sinking, and utility funds, and all other funds used to account for payments in the name of the government or any boards, commissions, or other agencies classified as part of the government.

For some purposes it may be useful to tabulate or organize these data by:

- functions of expenditures (i.e., general, utilities, liquor stores, and insurance trust expenditures)
- character and object categories of expenditures (i.e., current operation, assistance and subsidies, capital outlay, interest, intergovernmental expenditures, employee-retirement expenditures, and insurance trust expenditures other than employee retirement)
- ratios (e.g., "Expenditures - Total for State" [1150]/"Revenues - Total for State" [1070], etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Revenues - Total for State" [1070] and "Appropriations - Total for State" [1110] measures.

STATEWIDE MEASURES INVENTORY

1160
MEASURE NUMBER

MEASURE NAME General Expenditures - Total for State

DEFINITION

All expenditures of the State government other than those classified as utility, liquor stores, and insurance trust expenditures regardless of the source of revenue from which particular items of expenditure are financed within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

The basis for this "general" distinction is not the fund or administrative unit established to account for and control a particular activity, but rather the nature of the expenditures involved. The utility, liquor stores, and insurance trust categories are mentioned specifically because the U.S. Bureau of the Census excludes them from the general funds category.

For some purposes it may be useful to tabulate or organize these data by:

- functions of general expenditures (e.g., airports, correction, education, etc.)
- character and object categories of general expenditures (e.g., current operation, assistance and subsidies, capital outlay, etc.)
- ratios (e.g., "General Expenditures - Total for State" [1160]/"Expenditures-Total for State" [1150], etc.)
- locality(ies) where programs and activities are operated

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Revenues - Total for State" [1080], "General Appropriations - Total for State" [1120], and "Expenditures - Total for State" [1150] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED **January 1975**

1165

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME General Expenditures - Total for Education

DEFINITION

General expenditures of the state government for education programs and activities within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

For some purposes it may be useful to tabulate or organize these data by:

- functions of education expenditures (e.g., public schools, institutions of higher education, support of private educational activities, etc.)
- character and object categories of education expenditures (e.g., current operation, assistance and subsidies, capital outlay, etc.)
- names of education programs and activities funded
- locality(ies) where education programs and activities are operated
- ratios (e.g., "General Expenditures - Total for Education" [1165]/ "General Expenditures - Total for State" [1160], etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Appropriations - Total for Education" [1125] and "General Expenditures - Total for State" [1160] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED **January 1975**

1170
MEASURE NUMBER

MEASURE NAME General Expenditures - Total for Postsecondary Education

DEFINITION

General expenditures made by the state government for postsecondary education programs and activities within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure do not correspond exactly to those used by the U.S. Bureau of the Census for the collection and publication of statistics on governmental finances. The only postsecondary education statistics on expenditures delineated in the Census classifications are those for public institutions. Therefore, persons interested in information about all of postsecondary education may have to rely on other sources for data corresponding to this measure.

For some purposes it may be useful to tabulate or organize these data by:

- names of postsecondary education programs and activities funded
- locality(ies) where postsecondary education programs and activities are operated
- postsecondary education institution and learning center categories
- character and object categories of postsecondary education expenditures (e.g., for current funds, plant funds, etc.)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "General Appropriations - Total for Postsecondary Education" [1130], "General Expenditures - Total for State" [1160], and "General Expenditures - Total for Education" [1165] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED **January 1975**

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1190

MEASURE NUMBER

MEASURE NAME Debt - Total for State

DEFINITION

All long-term credit obligations incurred and outstanding in the name of the state government or its dependent agencies, whether backed by the government's full faith and credit or nonguaranteed, and all interest-bearing short-term credit obligations at a specified point in time, usually the end of a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

Judgments, mortgages, "revenue" and "earning" bonds, special assessment obligations, general-obligation bonds, notes, and interest bearing short-term warrants should be included in this measure. Excluded would be non-interest bearing short-term obligations, interfund advances, loans, and other obligations between funds of the state government; amounts held (and owed) by the state government in a trust or agency capacity; contingent loans and advances from other governments; and rights of individuals to benefits from retirement funds and other contributory insurance funds.

For some purposes it may be useful to tabulate or organize these data by:

- debt categories (e.g., short-term debt outstanding; long-term debt outstanding, issued, and retired; refunding of long-term debt; offsets to long-term debt; etc.)
- purpose (e.g., water supply, transit utility, local schools, hospitals, etc.)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED January 1975

1200

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Cash and Security Holdings - Total for State

DEFINITION

The dollar value of cash and securities held by the state government at a specified point in time, usually the end of a fiscal year.

CODES, CATEGORIES, AND COMMENTS

The definitions and categories in this measure correspond to those used by the U.S. Bureau of the Census for collection and publication of statistics on governmental finances.

Other kinds of assets, such as real property and other fixed assets, equipment, materials and supplies, accounts receivable, and interfund receivables, should be excluded from this measure.

For some purposes it may be useful to tabulate or organize these data by:

- purpose (e.g., insurance trust systems, sinking funds, bond funds, other funds, etc.)
- type of asset (e.g., cash and deposits, securities, etc.)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Costs; Program Priorities; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

U.S. Bureau of the Census, Census of Governments

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1220
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Price Index

DEFINITION

The relative change in prices of a fixed, representative group of goods and services, in a particular region, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Price indices provide a means for measuring the relative and/or absolute change in prices from a given base point, and can be useful in assessing the relative welfare of individuals, families, businesses, industries, etc.

Price index data for specific regions may prove advantageous for various planning and management purposes. Particular attention will also need to be given to price indices for assessing the need for adjustments in resource allocation and utilization formulas for programs and activities in different regions.

Suggested price indices are:

1) Consumer Price Index (U.S. Bureau of Labor Statistics),
2) Wholesale Price Index (U.S. Bureau of Labor Statistics), and
3) Construction Cost Index ("Engineering News Record," "Dodge Building Cost Calculator and Valuation Guide," "Boeckh Building Valuation Manual," and U.S. Bureau of the Census).

For some purposes it may be useful to tabulate or organize these data by:

- major goods and services (e.g., farm products and processed foods and feeds, industrial commodities, etc.; services, durable and non-durable commodities, etc.)
- commodity groups (e.g., food, housing, transportation, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Operational Funding; Capital Funding

SOURCES

DATE ISSUED **January 1975**

1220

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

- region(s) where index is applicable
- different time periods (e.g., quarterly, fiscal year, etc.)

NOTE: Price indices for health care, health services, and goods and services purchased by governmental and institutional organizations should also be utilized whenever appropriate.

Postsecondary education enterprise indicators also would be useful if they can be developed. The postsecondary education enterprise indicators suggested in "Financing Postsecondary Education" (National Commission on the Financing of Postsecondary Education, 1973) are: price index for institutions of postsecondary education, price index for capital expenditures of institutions, and price index for consumers of education. Halstead (1974) discusses higher education price indices in some detail, especially in Appendix B. Since all currently available indices are based on national or area statistics, they do not provide a basis for interstate comparisons or adjustments.

National Center for Higher Education Management Systems

1250
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME New Construction Activity - Value

DEFINITION

The dollar volume of new construction projects (remodeling and alterations should be excluded) in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the general level of economic activity, population growth and movement, and general demand for construction-related educational programmatic opportunities.

For some purposes it may be useful to tabulate or organize these data by:

- types of public and/or private construction activity (e.g., residential and nonresidential buildings, highways and streets, conservation and development, etc.)
- gross and/or assignable square feet of new construction projects
- structural types (e.g., wood frame, metal, masonry, etc.)
- construction process (e.g., on-site, factory fabrication, etc.)
- number of housing units
- ratios (e.g., number of housing units/number of residential buildings, etc.)

NOTE: The total cost of the construction project is not assigned to the start up month; rather the cost is spread over the entire duration of the construction work.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Manpower

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1260

MEASURE NUMBER

MEASURE NAME Housing Starts

DEFINITION

The number of new housing units in housekeeping and residential buildings in a particular region on which construction was begun within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Excluded from this count are hotels, motels, apartments in primarily non-residential buildings, (e.g., living quarters located in a retail establishment), and dormitories. All of the individual housing units in an apartment building are counted as started when excavation for the building is begun.

This measure may be useful in selecting the location of postsecondary education programs and activities and new educational centers or institutions.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where housing units are being started (e.g., SMSA, county, city, etc.)
- types of housing units (e.g., apartments, single family dwellings, etc.)
- average project gross and assignable square feet by different housing units
- number of housing units in structure (e.g., one unit, two or more units, etc.)
- sources of funding for construction of housing units (e.g., public, private, etc.)
- values of housing units (e.g., acquisition or construction cost, site acquisition and/or development costs, etc.)

NOTE: These data are compiled from building permits and public contracts, but are intended to include only those housing units on which construction has

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Location; Capital Funding; Manpower

SOURCES

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

actually begun (i.e., beginning of excavation for footing or the foundation). This measure is generally made with seasonal adjustments because it is subject to considerable seasonal fluctuation.

This measure should be linked to the "Vacancy Rate in Rental Housing" [1270] measure.

National Center for Higher Education Management Systems

1270

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Vacancy Rate in Rental Housing

DEFINITION

The percentage of available rental housing units that are vacant or unoccupied in a particular region at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

Vacant housing units available for rent include units offered for rent and for rent or sale. The total number of rental units consists of renter-occupied units, vacant units rented but not yet occupied, and vacant units available for rent. Vacant units that are dilapidated, seasonal, or held off the market are not included.

This measure is one indicator of the sufficiency of the housing supply in a region; it may be of interest in the consideration of the need for additional residential facilities (i.e., dormitory space).

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where rental housing units exist
- types of rental housing units
- number of available rental housing units that are vacant or unoccupied

NOTE: This measure should be linked to the "New Construction Activity - Value" [1250] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Capital Funding

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1300
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Personal Income - Total

DEFINITION

The total number of dollars received and available to individuals for consumption, savings, and taxes in a particular region from all sources within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is made up of wage and salary disbursements, proprietor's income, rental income of individuals, dividends, personal interest income, and the difference between transfer payments and personal contributions for social security. Personal payments for social security and other retirement programs, unemployment compensation, and welfare benefits are excluded from this measure. Taxes are included.

This measure is an indicator of the well-being of the population and of the potential number of dollars available for consumption, savings, and taxes.

If the data for this measure are not seasonally adjusted annual rates, this should be noted.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of personal income by region(s)
- types of personal income including taxes (e.g., wages and salaries, proprietor's income, dividends, etc.)
- industrial sources of income (e.g., service, government, manufacturing, etc.)
- relative valuations of personal income, using price indices, over specified periods of time
- characteristics of recipients (e.g., age, sex, ethnic status, etc.)
- educational backgrounds of recipients

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RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Existence and Size; Program Location; Student Access; Faculty and Staff Compensation

SOURCES

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Disposable Personal Income - Total" [1310] and "Personal Consumption Expenditures - Total" [1320] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1310
MEASURE NUMBER

MEASURE NAME Disposable Personal Income - Total

DEFINITION

The total number of dollars received, less personal taxes, and available to individuals in a particular region from all sources within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is made up of wage and salary disbursements, proprietor's income, rental income of individuals, dividends, personal interest income, and the difference between transfer payments and personal contributions for social security. Personal payments for social security and other retirement programs, unemployment compensation, welfare benefits, and personal taxes (e.g., state and Federal income taxes, property and school taxes levied directly on the individual, etc.) are excluded from this measure.

This measure is an indication of the well-being of the population and of the potential number of dollars available for consumption and savings. This measure is closely related to what is commonly referred to as take-home pay.

If the data for this measure are not seasonally adjusted annual rates, this should be noted.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of disposable personal income by region(s)
- types of disposable personal income (e.g., wages and salaries, proprietor's income, dividends, etc.)
- relative valuations of disposable personal income, using price indices, over specified periods of time
- characteristics of recipients (e.g., age, sex, ethnic status, etc.)
- educational backgrounds of recipients

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Location; Student Access; Faculty and Staff Compensation

SOURCES

DATE ISSUED January 1975

1310

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Personal Income - Total" [1300] and "Personal Consumption Expenditures - Total" [1320] measures.

National Center for Higher Education Management Systems

1320
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Personal Consumption Expenditures - Total

DEFINITION

The total market value of goods and services purchased or acquired by individuals and nonprofit institutions in a particular region from all sources within a specified time period.

CODES, CATEGORIES, AND COMMENTS

The rental value of owner-occupied dwellings is included, but not the purchases of dwellings. Purchases are recorded at cost to consumer, including excise or sales taxes, and in full at the time of purchase whether made with cash or on credit. The nonprofit institutions included are those rendering services principally to individuals.

If the data for this measure are not seasonally adjusted annual rates, this should be noted.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of personal consumption expenditures by region(s)
- types of personal consumption expenditures (e.g., durable or nondurable goods, services, etc.)
- characteristics of individual purchasers (e.g., age, sex, ethnic status, etc.)
- educational backgrounds of individual purchasers.

Per capita computations may be particularly useful.

NOTE: This measure should be linked to the "Personal Income - Total" [1300] and "Disposable Personal Income - Total" [1310] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Location; Student Access; Faculty and Staff Compensation

SOURCES

DATE ISSUED January 1975

1330

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Family Income - Distribution

DEFINITION

The distribution of the average combined incomes of all members of each family or household treated as a single unit in a particular region within a specified time period, usually a calendar year.

CODES, CATEGORIES, AND COMMENTS

Includes all income received as wages or salary income, net self-employment income, and other income for all individuals 14 years of age and over for the preceding time period(s). This measure is an indicator of the financial well-being of the families or households in a region which may be useful in assessing student financial aid needs. These data can be stated in real or adjusted dollars (i.e., using price indices to adjust income over specified time periods).

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where families or households are located
- current or most recent occupation(s) of head(s) of family
- educational background(s) of head(s) of family
- characteristics of head(s) of family (e.g., sex, marital status, ethnic status, etc.)

NOTE: The value of this measure would be enhanced if information on the distribution of family expenditures was also available.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Student Aid

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NAME Population - Total

DEFINITION

The total number of persons residing as inhabitants in a particular region at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- region(s) of inhabitants (e.g., city, state, SMSA, special service districts, etc.)
- population characteristics (e.g., age, sex, ethnic status, socio-economic status, marital status, military status, etc.)
- ratios (e.g., total number of males/"Population - Total" [illegible], etc.)

NOTE: Attention should be given to the time period(s) involved whenever attempting to relate or use in combination the data for one or more population characteristics. Inconsistencies should be appropriately noted.

The decennial census, taken as of April 1 every ten years, provides the most reliable reference data.

RELEVANT STATE LEVEL CONCERNS

General Information, Student Access, Manpower

SOURCES

U.S. Bureau of the Census, Census of Population

DATE ISSUED January 1973

1350
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Intrastate Migrations

DEFINITION

The number of individuals who change their residence from one locality (e.g., urban, rural, etc.) to another in the same state within a specified time period.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of those migrating (e.g., age, sex, ethnic status, etc.)
- different time periods for consideration of migration patterns

NOTE: If comparisons or analyses of these data and those provided by "Interstate Migrations" [1360], "Student Migrations - Intrastate" [2200], and "Student Migrations - Interstate" [2210] measures are attempted, the same time period(s) should be utilized.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Location: Student Access; Program Priorities; Manpower

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

1360

MEASURE NUMBER

MEASURE NAME Interstate Migrations

DEFINITION

The number of individuals who change their residence from one state to another within a specified time period.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- region(s) of migration (e.g., states, geographic divisions, etc.)
- ratios (e.g., number of in-migrations/"Population - Total" [1340] by region(s), etc.)
- number of in- and out-migrations by region(s)
- characteristics of those migrating (e.g., age, sex, ethnic status, etc.)
- different time periods for consideration of migration patterns

NOTE: If comparisons or analyses of these data and those provided by "Intrastate Migrations" [1350], "Student Migrations - Intrastate" [2200], and "Student Migrations - Interstate" [2210] measures are attempted, the same time period(s) should be utilized.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Location; Student Access; Program Priorities; Manpower

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1370
MEASURE NUMBER

MEASURE NAME Births

DEFINITION

The number of human offspring born in a particular region within a specified time period, usually a calendar year.

CODES, CATEGORIES, AND COMMENTS

This measure and its various rates are indicators of general social and economic conditions. They are also useful in certain long-term forecasting procedures.

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of individuals who gave birth (e.g., age, marital status, ethnic status, etc.)
- region(s) of births

Another valuable way of looking at the number of births is through the use of rates, therefore definitions have been included for two of these.

Birth (i.e., natality) Rate: the proportion of the number of live births in a region to the population in thousands at a given time. Generally, this rate would be tabulated by sex, ethnic status, and mother's residence.

Fertility Rate: the proportion of expected live births for a particular segment of the female population in thousands at a given time. Generally, this rate is tabulated for females between the ages of 15 and 50.

NOTE: This measure should be linked to the "Deaths" [1380] measure.

RELEVANT STATE LEVEL CONCERNS

Program Demand; Program Existence and Size; Program Location; Program Priorities

SOURCES

U.S. National Center for Health Statistics ("Monthly Vital Statistics")

DATE ISSUED January 1975

1380
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Deaths

DEFINITION

The number of human deaths in a particular region within a specified time period, usually a calendar year.

CODES, CATEGORIES, AND COMMENTS

This measure and its various rates are indicators of general social and economic conditions.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where the deaths have occurred (e.g., counties, SMSAs, etc.)
- characteristics of individuals who have died (e.g., age, sex, ethnic status, etc.)
- major occupational fields of individuals who have died (see "Classified Index of Occupations" [U.S. Bureau of the Census, 1970] and "Dictionary of Occupational Titles" [U.S. Manpower Administration, 1965])

Another way of looking at the number of deaths is through the use of rates; therefore the definition has been included for one of these.

Mortality Rate: the number of deaths per thousand of population. Generally, this rate is tabulated for specific age categories by sex and cause of death.

NOTE: This measure should be linked to the "Births" [1370] measure.

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Program Demand; Program Existence and Size; Program Location; Program Impacts; Program Priorities

SOURCES

U.S. National Center for Health Statistics ("Monthly Vital Statistics")

DATE ISSUED January 1975

1390
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Morbidity Rate

DEFINITION

The proportion of persons suffering from specific illnesses, sicknesses, or diseases in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Morbidity is an inverse measure of health; low morbidity statistics indicate good health. Therefore this measure is an indicator of the general level of health within a particular locality and may be relevant in postsecondary education program planning and in assessing the need for research and public service activities in the health services area.

For some purposes it may be useful to tabulate or organize these data by:

- types of illnesses, sicknesses, and diseases (e.g., infective and parasitic, respiratory, etc.)
- characteristics of those affected and not affected (e.g., age, sex, ethnic status, etc.)
- region(s)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Existence and Size; Organizational Unit Impacts; Program Impacts; Program Priorities

SOURCES

DATE ISSUED January 1975

1400
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Population Receiving Public Assistance

DEFINITION

The number of individuals or families receiving some form of public assistance from government sources or charitable organizations in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of labor market conditions, the number and proportion of the population which is disadvantaged and dependent, and public concern for helping those in dependent situations.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where assistance has been made available
- reasons for assistance (e.g., age, income level, employment status [e.g., employed, unemployed], etc.)
- occupational workload (e.g., full- or part-time, etc.)
- types of assistance (e.g., social insurance, public aid, health and medical, etc.)
- sources of assistance (e.g., federal, state, and/or local governments; private; etc.)
- characteristics of recipients (e.g., age, ethnic status, marital status, etc.)

It may also be useful to examine the total and average dollar amount of assistance and the number of recipients as a proportion of the total population of a particular region.

RELEVANT STATE LEVEL CONCERNS

State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Location; Student Access; Program Impacts; Student Aid; Manpower

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1420
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Public Offenses

DEFINITION

The number of major crimes committed against persons or property in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the number of individuals (both adult and juvenile) with serious social problems, the changes in population victimization, and the level of potentially necessary public protection services.

Included in the list of major crimes are: murder and nonnegligent manslaughter; forcible rape; aggravated assault; robbery; burglary; larceny theft ($50 or more); and auto theft. These categories come from the U.S. Federal Bureau of Investigation's "Uniform Crime Reports."

For some purposes it may be useful to tabulate or organize these data by:

- types of offense (e.g., violent crime, property crime, etc.)
- crime rates (e.g., rates per thousand, hundred thousand, etc.)
- average annual percentage increase in crime rates by type of offense
- region(s) where major crimes have occurred
- educational backgrounds of the offenders
- characteristics of the offenders (e.g., age, sex, ethnic status, marital status, etc.)

NOTE: This measure should be linked to other Inventory measures (such as "Educational Attainment Level" [1460]) whenever possible and appropriate.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Organizational Unit Impacts; Program Priorities

SOURCES

U. S. Federal Bureau of Investigation ("Uniform Crime Reports")

DATE ISSUED January 1975

1440
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Voter Registrations

DEFINITION

The number of individuals registered to vote in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of potential individual involvement in national, state, and local affairs.

It may be desirable to analyze relationships between those eligible to register, those registered, and those who actually voted by:

- population characteristics (e.g., age, sex, ethnic status, etc.)
- political affiliations (e.g., Democrat, Republican, Unaffiliated, etc.)
- educational backgrounds
- voting patterns by region(s)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; Organizational Unit Impacts

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

1460

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Educational Attainment Level.

DEFINITION

The highest grade attended and/or number of years spent in regular schooling by a defined group of individuals in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Regular schooling includes nursery school, kindergarten, and schooling leading to an elementary school certificate, high school diploma, or college or university degree.

This measure is an indicator of the well-being of the state's citizens, the quality of the state's work force, the performance of the educational sector in serving the population, the potential demand within a state for further educational opportunities, and of anticipated general employment and gross income movements within a region.

For some purposes it may be useful to tabulate or organize these data by:

- distribution of average educational attainment levels by region(s)
- population characteristics (e.g., age, sex, ethnic status, etc.)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Location; Organizational Unit Impacts

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

1500
MEASURE NUMBER

MEASURE NAME Education Enrollments - Total

DEFINITION

The total unduplicated number of individuals who are enrolled in an educational course of study, program, and/or activity without regard to the level of instruction or the student load(s) being carried in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of both the number of individuals in a region who are participating in the educational process and the potential level of demand for future education and training opportunities.

It is recommended that these data be collected by the following broad education levels:

1) elementary,
2) secondary, and
3) postsecondary.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where individuals are enrolled
- rates of participation for populations of defined region(s) (e.g., number of individuals enrolled in postsecondary education institutions and learning centers/"Population - Total" [1340], etc.)
- reporting unit(s)
- programs, courses of study, and activities enrolled in
- characteristics of individuals enrolled (e.g., age, sex, ethnic status, etc.)
- student load(s)
- sources of funding of programs, courses of study, and activities enrolled in (e.g., local, state, federal, gifts, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Organizational Unit Impacts; Differentiation and Articulation; Manpower

SOURCES

DATE ISSUED January 1975

1500
MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: When the figures for all the reporting units are aggregated there will be some double counting due to individuals being enrolled in more than one reporting unit at the same education level or at different education levels.

This measure should be linked to the "Potential Applicants to Postsecondary Education" [2010], "Applicants to Postsecondary Education Programs and/or Activities" [2030], and to all the measures in the Enrollments section of the Inventory.

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National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

1510
MEASURE NUMBER

MEASURE NAME Secondary Education Institutions

DEFINITION

An inventory of all secondary education institutions in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure should be useful in addressing a variety of access and articulation questions.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where institutions are located
- names of secondary education institutions
- student enrollment for the last academic year
- characteristics of the institution's student population (e.g., ethnic status, etc.)
- sex of the institution (e.g., male, female, coeducational, etc.)
- diploma(s) and/or certificate(s) offered
- number of diploma(s) and/or certificate(s) conferred
- high school curricula (e.g., general, college preparatory, commercial/business, vocational, etc.)
- primary source of control and/or funding of reporting units (e.g., public, private, etc.)

NOTE: This measure should be linked to the "High School Graduates" [2070] and "High School Graduates - Continuing to Postsecondary Education" [2080] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Demand; Program Existence and Size; Program Location; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

1520
MEASURE NUMBER

MEASURE NAME Postsecondary Education Institutions and Learning Centers

DEFINITION

An inventory of all postsecondary education institutions and learning centers in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- region(s) where institutions and learning centers are located
- postsecondary education institution and learning center categories
- postsecondary education institution or learning center names
- units described
- student enrollment--beginning count and--final count for the last academic year by terms (e.g., quarters, semesters, etc.)
- characteristics of the institution's student population (e.g., ethnic status, etc.)
- distribution of academic achievement and/or aptitude scores of institution's student population
- sex of the institution (e.g., male, female, coeducational, coordinate, etc.)
- degree(s)/diploma(s)/certificate(s) offered
- number of degree(s)/diploma(s)/certificate(s) conferred
- legal identity
- institutional structure
- outcomes of educational activities
- postsecondary education institution size categories

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

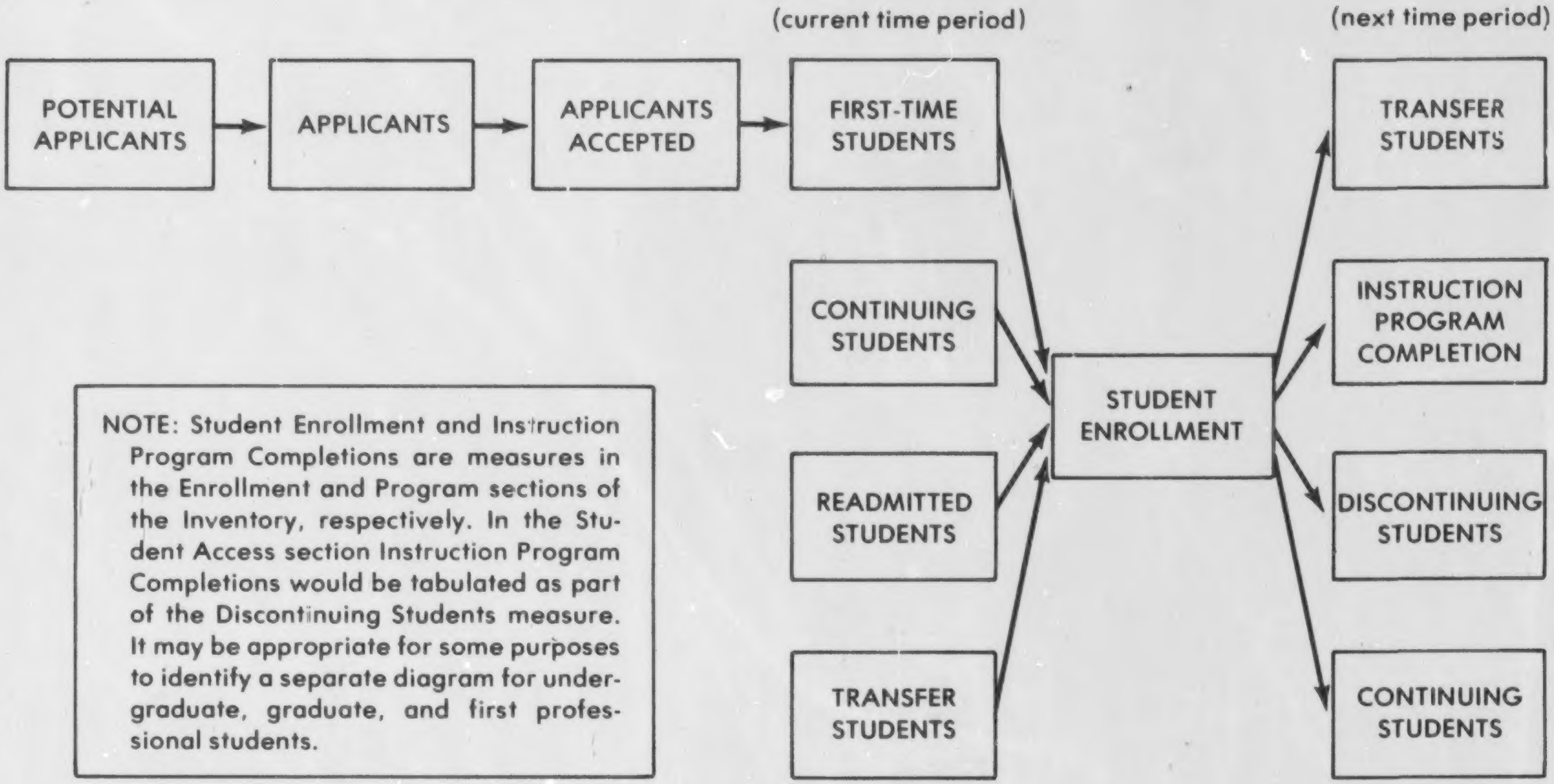
DATE ISSUED January 1975

STUDENT ACCESS

The measures included in this section should support the development and utilization of student flow models; be useful in forecasting the demand of the general population for postsecondary education programs and activities; provide data on the number and characteristics of those individuals actually participating in existing postsecondary education programs and activities; and aid in evaluating progress towards meeting objectives related to postsecondary education rates of participation.

The measures in this section have been included and organized in such a way as to provide sequential data about the supply and demand by participants or potential participants for postsecondary education programs and activities (in a particular region for a specified time period). To facilitate the interpretation of this type of information, the measures in this section and other sections of the Inventory, should be linked together. If this is done, the interrelationships for the measures in this section should look like the diagram provided on the next page.

Although the measures may seem to some readers to emphasize higher education programs offered for credit, the definitions and comments are designed to encompass the full range of postsecondary education programs and institutions.


(current time period)
(next time period)
POTENTIAL APPLICANTS
APPLICANTS
APPLICANTS ACCEPTED
FIRST-TIME STUDENTS
CONTINUING STUDENTS
READMITTED STUDENTS
TRANSFER STUDENTS
STUDENT ENROLLMENT
TRANSFER STUDENTS
INSTRUCTION PROGRAM COMPLETION
DISCONTINUING STUDENTS
CONTINUING STUDENTS

NOTE: Student Enrollment and Instruction Program Completions are measures in the Enrollment and Program sections of the Inventory, respectively. In the Student Access section Instruction Program Completions would be tabulated as part of the Discontinuing Students measure. It may be appropriate for some purposes to identify a separate diagram for undergraduate, graduate, and first professional students.

GENERAL STUDENT FLOW PATTERN AND RELATIONSHIPS AMONG STUDENT ACCESS MEASURES

National Center for Higher Education Management Systems

2010

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Potential Applicants to Postsecondary Education

DEFINITION

The estimated number of individuals who might be enrolled in (i.e., participate in) various postsecondary education programs and/or activities if available in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure can be used as an indicator of the participation rate(s) of selected segments of the population. It can also be used to summarize the attributes of the potential users of a state's postsecondary education services. This potential group of users may then be compared and contrasted with those individuals actually being served to identify groups not being served adequately.

Since it is expected that there will be some difficulty in assessing the number of potential postsecondary education applicants, the following sequence is recommended:

1) identify a "might be enrolled" group including initially all individuals above 16 years of age;

2) adjust this group to include only qualified and interested individuals based on present and past employment experiences, postsecondary education participation rates, and other historical trends based on various population characteristics; and

3) then weight different age ranges based on their respective characteristics and qualifications.

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of potential applicants (e.g., age, sex, ethnic status, socioeconomic status, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Location; Student Access; Program Priorities

SOURCES

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

- region(s) of potential applicants
- programs and/or activities to be affected
- the effect of various postsecondary education pricing schemes
- educational background(s) of potential applicants
- high school curricula (e.g., general, college preparatory, commercial/ business, vocational, agricultural, other, etc.)

NOTE: This measure should be linked to the "Population - Total" [1340], "Education Enrollments - Total" [1500], "Applicants to Postsecondary Education Programs and/or Activities" [2030], "High School Graduates" [2070], and "High School Graduates - Continuing to Postsecondary Education" [2080] measures.

2030
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Applicants to Postsecondary Education Programs and/or Activities

DEFINITION

The number of different individuals actually making applications (institutionally defined) for admission into particular postsecondary education programs and/or activities in a particular region within a specified time period, without regard to available openings or the applicants' qualifications.

CODES, CATEGORIES, AND COMMENTS

This measure should include those individuals who enroll without filing a formal application, whenever possible.

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of the applicants (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, socioeconomic status, etc.)
- region(s) of applicants
- programs and/or activities to be affected
- educational background(s) of applicants
- high school curricula (e.g., general, college preparatory, commercial/ business, vocational, agricultural, other, etc.)
- postsecondary education institution size categories

Individuals who apply for acceptance in a different program than they presently are enrolled in at the same reporting unit, and those who apply who are not presently enrolled at this same reporting unit should be tabulated separately.

NOTE: When these figures are aggregated there is a chance for double counting applicants who submit multiple applications.

This measure should be linked to the "Population - Total" [1340], "Education Enrollments - Total" [1500], "Potential Applicants to Postsecondary Education" [2010], "Postsecondary Education Applicants Accepted" [2050], "High School Graduates" [2070], and "High School Graduates - Continuing to Postsecondary Education" [2080] measures.

RELEVANT STATE LEVEL CONCERNS

Program Demand; Program Location; Student Access; Program Priorities

SOURCES

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National Center for Higher Education Management Systems

2050
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Postsecondary Education Applicants Accepted

DEFINITION

The total number of individual applicants for admission to a particular postsecondary education institution and/or program or activity to whom formal notification of acceptance is given, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure should include those individuals who are accepted but not given formal notification of acceptance, whenever this is applicable.

This measure is meant to be an unduplicated count. In the absence of some sort of central admissions system it may be difficult to avoid double counting applicants accepted at more than one institution.

For some purposes it may be useful to tabulate or organize these data by:

- programs and/or activities admittted to
- educational background(s) of those applicants accepted
- high school curricula of those accepted
- characteristics of the applicants accepted (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)
- geographic origin(s) of applicants accepted

NOTE: It has been assumed that the "Applicants to Postsecondary Education Programs and/or Activities" [2030] less "Postsecondary Education Applicants Accepted" [2050] would result in the number of applicants who were rejected or who withdrew. There is a chance for double counting when acceptances for several programs or reporting units are aggregated.

This measure should be linked to the "Applicants to Postsecondary Education Programs and/or Activities" [2030] measure.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Program Existence and Size; Program Location; Student Access

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2070

MEASURE NUMBER

MEASURE NAME High School Graduates

DEFINITION

The number of students who satisfactorily complete (i.e., graduate from) a secondary education program in a particular region within a specified time period, usually an academic year.

CODES, CATEGORIES, AND COMMENTS

This measure provides an indication of the number of high school completers and can be used as a partial basis for estimating the potential demand for postsecondary education opportunities, particularly as "First-Time Entering Students - Undergraduate" [2100].

For some purposes it may be useful to tabulate or organize these data by:

- characteristics of high school graduates (e.g., academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)
- region(s) of high school graduates
- reporting unit(s) from which individuals graduated
- curricula completed by high school graduates (e.g., general, college preparatory, commercial/business, vocational, agricultural, other, etc.)
- ratios (e.g., "High School Graduates" [2070]/present 12th grade high school population, "High School Graduates" [2070]/9th grade class of present graduates, etc.)
- high school graduation date
- primary source of control and/or funding of high school graduates' reporting units (e.g., public, private, etc.)

It may also be valuable to have these data for use in enrollment forecasting.

NOTE: County of residence of a high school graduate may not be the same as the county in which the secondary school he or she attended is located.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Program Demand; Student Access

SOURCES

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

Separate tabulations of Graduate Equivalency Diploma (GED) recipients may be desirable.

This measure should be linked to the "Secondary Education Institutions" [1510], "Potential Applicants to Postsecondary Education" [2010], "Applicants to Postsecondary Education Programs and/or Activities" [2030], and "High School Graduates - Continuing to Postsecondary Education" [2080] measures.

National Center for Higher Education Management Systems

2080

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME High School Graduates - Continuing to Postsecondary Education

DEFINITION

The number of "High School Graduates" [2070] who continue their education in a postsecondary education program or activity in a particular region within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure along with the "High School Graduates" [2070] measure should provide an indication of those taking advantage of (i.e., having access to) postsecondary education opportunities, particularly for those who enter a postsecondary institution immediately following high school graduation. If these two measures are used together, coinciding time periods should be used if possible.

For some purposes it may be useful to tabulate or organize these data by:

- postsecondary education programs and activities enrolled in
- region(s) of graduates continuing to postsecondary education
- reporting unit(s) from which individuals graduated
- characteristics of graduates continuing (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, socioeconomic status, etc.)
- ratios (e.g., "High School Graduates - Continuing to Postsecondary Education" [2080]/total number of high school graduates for the same time period, etc.)
- geographic origin(s) of those continuing
- high school graduation date
- postsecondary education institution size categories

It may also be valuable to have these data for use in enrollment forecasting.

Suggested time frames between secondary education completion and postsecondary education attendance are:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Program Demand; Program Existence and Size; Program Location; Student Access; Differentiation and Articulation

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

1) completed secondary education program within last academic year;

2) completed secondary education program within last five academic years, excluding the last academic year; and

3) completed secondary education program more than five academic years ago.

NOTE: County of residence of a high school graduate may not be the same as the county in which the secondary school he or she attended is located.

Separate tabulations of Graduate Equivalent Diploma (GED) recipients may be desirable.

This measure should be linked to the "Secondary Education Institutions" [1510], "Potential Applicants to Postsecondary Education" [2010], "Applicants to Postsecondary Education Programs and/or Activities" [2030], "High School Graduates" [2070], and "First-Time Entering Students - Undergraduate" [2100] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2100
MEASURE NUMBER

MEASURE NAME First-Time Entering Students - Undergraduate

DEFINITION

The (headcount) number of students who enter a particular postsecondary education reporting unit at the undergraduate level for the first time, regardless of student loads, with less than one semester (or semester equivalent) of academic credit earned at another reporting unit which is applicable for credit at the reporting unit of current enrollment, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

"One semester (or semester equivalent) of academic credit" is equivalent to 75 percent of the normal student load required to complete the student's program of study (whether for credit, noncredit, imputed credit, contact hours, etc.) at the institution into which the student is entering.

The definition and discussion of the lower division category of the glossary term student level should be consulted to ascertain the nature of an undergraduate student. All data from the "First-Time Entering Students - First Professional" [2110] and "First-Time Entering Students - Graduate" [2120] measures should be excluded from this measure.

Students with more than one semester (or semester equivalent) of academic credit should be classified as "Transfer Students" [2150].

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- educational background
- student characteristics (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, marital status, socioeconomic status, etc.)
- geographic origin(s)
- students' degree of satisfaction with their educational experiences and their occupational career goals
- student load(s)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked to the "High School Graduates - Continuing to Postsecondary Education" [2080], "First-Time Entering Students - First Professional" [2110], and "First-Time Entering Students - Graduate" [2120] measures, and to all of the measures in the Enrollments section of the Inventory.

National Center for Higher Education Management Systems

2110
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME First-Time Entering Students - First Professional

DEFINITION

The (headcount) number of students who enter a particular postsecondary education reporting unit at the first professional level for the first time, regardless of student loads, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

The definition and discussion of the first professional category of the glossary term student level should be consulted, particularly for the handling of students enrolled in preprofessional curricula, to ascertain the nature of a first professional student. All data from the "First-Time Entering Students - Undergraduate" [2100] and "First-Time Entering Students - Graduate" [2120] measures should be excluded from this measure.

This measure can be used in student flow analysis and enrollment forecasting.

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- educational background
- student characteristics (e.g., age, sex, academic achievement and/or aptitude scores, ethnic status, marital status, socioeconomic status, etc.)
- geographic origin(s)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals
- student load(s)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked to the "High School Graduates - Continuing to Postsecondary Education" [2080], "First-Time Entering Students - Undergraduate" [2100], "First-Time Entering Students - Graduate" [2120], "Transfer Students" [2150], "Continuing Students" [2160], and "Readmitted Students" [2170] measures, and to all of the measures in the Enrollments section of the Inventory.

National Center for Higher Education Management Systems

2120
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME First-Time Entering Students - Graduate

DEFINITION

The (headcount) number of students who enter a particular postsecondary education reporting unit at the graduate level for the first time, regardless of student loads, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Any student who attended the present reporting unit as an undergraduate will be classified as a first-time entering graduate student when admitted to this program level.

The definitions and discussion of the graduate I and graduate II categories of the glossary term student level should be consulted to ascertain the nature of a graduate student. All data on the "First-Time Entering Students - Undergraduate" [2100] and "First-Time Entering Students - First Professional" [2110] measures should be excluded from this measure.

This measure can be used in student flow analysis and enrollment forecasting.

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- previous postsecondary education institutions and learning centers attended
- student status
- educational background
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- geographic origin(s)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals
- student load(s)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Differentiation and Articulation

SOURCES

DATE ISSUED **January 1975**

2120

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked to the "First-Time Entering Students - Undergraduate" [2100], "First-Time Entering Students - First Professional" [2110], "Transfer Students" [2150], "Continuing Students" [2160], and "Readmitted Students" [2170] measures, and to all of the measures in the Enrollments section of the Inventory.

National Center for Higher Education Management Systems

2150

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Transfer Students

DEFINITION

The (headcount) number of students enrolled in a particular reporting unit for the first time with one semester credit (or semester credit equivalent) or more of academic credit earned at another postsecondary education institution which is applicable for credit at the current reporting unit in a program or course of study at the same program level, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Those students who enroll for a second time in the current reporting unit at the same program level as in their original attendance, after having withdrawn and enrolled in another postsecondary education institution where they were awarded a degree/diploma/certificate, and are not given any credit toward their present program or course of study for their previous efforts in the current reporting unit should be considered as Transfer Students. Also, those students who are returning and enrolling in a program or course of study at a higher program level, and don't qualify as "First-Time Entering Students - First Professional" [2110] or "First-Time Entering Students - Graduate" [2120] should be considered as Transfer Students.

For some purposes it may be useful to tabulate or organize these data by:

- names of postsecondary education institutions or learning centers last attended
- student status
- enrollment status
- ratios (e.g., "Transfer Students" [2150]/"Student Enrollment - Headcount" [5010], etc.)
- programs and activities enrolled in
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impacts; Differentiation and Articulation; Student Aid

SOURCES

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

- date of last attendance at any postsecondary education institution

NOTE: This measure should be linked to the "First-Time Entering Students - First Professional" [2110], "First-Time Entering Students - Graduate" [2120], "Continuing Students" [2160], "Readmitted Students" [2170], and "Discontinuing Students" [2180] measures, and to all the measures in the Enrollments section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2160
MEASURE NUMBER

MEASURE NAME Continuing Students

DEFINITION

The (headcount) number of students enrolled in a particular reporting unit at a defined subsequent regular session who are continuing toward their program objective, regardless of student levels or program levels within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure excludes first-time entering, transfer, and readmitted students.

This measure can be used in student flow analysis and enrollment forecasting.

Continuing students are those students enrolled in a particular term who also were enrolled in:

(1) the previous semester if the reporting unit is on a semester system without a regular session in the summer or without a summer session;

(2) at least one of the previous two terms if the reporting unit is on a semester system which considers a summer session as a regular session (see NOTE);

(3) the previous semester if the reporting unit is on a 4-1-4 system;

(4) at least one of the two previous terms if the reporting unit is on a trimester system;

(5) the previous quarter if the reporting unit is on a quarter system with three quarters and without a regular session in the summer or without a summer session; or

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impact, Differentiation and Articulation; Student Aid

SOURCES—

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

(6) at least one of the two previous terms if the reporting unit is on a quarter system with four quarters or three quarters and a summer session where the summer session is considered a regular session (see NOTE).

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- enrollment status
- ratios (e.g., "Continuing Students" [2160]/"Student Enrollment - Headcount" [5010], etc.)
- student load(s)
- degree of students' satisfaction with their educational experiences and their progress in achieving occupational career goals
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)

NOTE: If the summer session is divided into a number of parts, attendance during one part constitutes enrollment for the term.

This measure should be linked to the "First-Time Entering Students - First Professional" [2110], "First-Time Entering Students - Graduate" [2120], "Transfer Students" [2150], "Readmitted Students" [2170], and "Discontinuing Students" [2180] measures, and to all the measures in the Enrollments section of the Inventory.

2170
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Readmitted Students

DEFINITION

The (headcount) number of students who withdraw from a particular reporting unit and later return and enroll to continue or complete a postsecondary education program or course of study, and do not qualify as "Continuing Students" [2160], within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Those students who enroll again at the current reporting unit to continue, complete, or start another postsecondary education program or course of study at the same program level, who previously were enrolled at this reporting unit but in the interim enrolled in another postsecondary education institution, should be included in this measure if they:

1) were not awarded a degree/diploma/certificate at the other institution, or

2) were awarded a degree/diploma/certificate at the other institution, but are being given credit for some or all of the work they previously completed at the current reporting unit in their new program or course of study at the same program level. If they are not given any credit for previous work in the current reporting unit, they should be considered as "Transfer Students" [2150].

If they did not receive a degree/diploma/certificate and were enrolled at the other postsecondary education institution for a special session (e.g., summer session) they may appropriately be considered as "Continuing Students" [2160] rather than Readmitted Students.

This measure is also intended to include those students who received a degree/diploma/certificate at the present reporting unit and who later returned to start another postsecondary education program or course of study at the same program level (e.g., another master's degree) who, because of the time lapse,

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impacts; Differentiation and Articulation; Student Aid

SOURCES

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

cannot be classified as "Continuing Students" [2160].

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities enrolled in
- student status
- enrollment status
- ratios (e.g., "Readmitted Students" [2170]/"Student Enrollment - Headcount" [5010], etc.)
- student level(s)
- student load(s)
- students' degree of satisfaction with their educational experiences and their progress in achieving occupational career goals
- length of time since initial discontinuance (may be able to isolate, in the short-term, stopout students from dropout students)
- reasons for initial discontinuance
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, etc.)

NOTE: This measure should be linked to the "First-Time Entering Students - First Professional" [2110], "First-Time Entering Students - Graduate" [2120], "Transfer Students" [2150], "Continuing Students" [2160], and "Discontinuing Students" [2180] measures and to all the measures in the Enrollments section of the Inventory.

2180
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Discontinuing Students

DEFINITION

The (headcount) number of students enrolled in one regular session and not the next at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of those students who leave the reporting unit between regular sessions (including those students who leave their programs or courses of study after, or prior to, completion).

This measure would include students who may later return to the reporting unit at the same program level and be classified as continuing students or readmitted students. This measure and the "Continuing Students" [2160] measure are not meant to be on a continuum where once a student has been classified as a discontinuing student he cannot at a later time be classified as a continuing student.

This measure can be used in student flow analysis and enrollment forecasting.

For some purposes it may be useful to tabulate or organize these data by:

- termination status--student
- programs, courses of study, and activities enrolled in at last attendance
- ratios (e.g., "Discontinuing Students" [2180]/"Student Enrollment - Headcount" [5010], total (headcount) number of students leaving prior to receiving a degree/diploma/certificate/"Student Enrollment - Headcount" [5010] during a particular term or academic year, etc.)
- former students' degree of satisfaction with their educational experience and their progress in achieving occupational career goals
- reasons for not continuing if on clear status

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Student Access; Program Impacts; Differentiation and Articulation; Manpower

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CODES, CATEGORIES, AND COMMENTS (continued)

- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, etc.)
- number of students receiving degree(s)/diploma(s)/certificate(s) within a particular time period
- number and percentage of students (with or without degree(s)/diploma(s)/certificate(s)) surveyed who received the job of their first choice and/or in their major field of study
- time of discontinuance (e.g., during a term, at the end of a term, etc.)
- degree of satisfaction of employers with former students' performances on the job

NOTE: This measure should be linked to the "Transfer Students" [2150], "Continuing Students" [2160], "Readmitted Students" [2170], and "Instruction Programs, Courses of Study, and Activities - Completions" [4030] measures and to all the measures in the Enrollments section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2200
MEASURE NUMBER

MEASURE NAME Student Migrations - Intrastate

DEFINITION

The (headcount) number of students who have their legal residence in one locality in the state, and attend programs and activities of postsecondary education reporting units in a different locality in the same state within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the mobility of one locality's population to postsecondary education programs and activities in other localities in the state.

For some purposes it may be useful to tabulate or organize these data by:

- locality(ies)
- student level(s)
- programs and activities enrolled in
- geographic origin(s)
- student load(s)
- enrollment status
- student characteristics (e.g., age, sex, ethnic status, academic achievement and/or aptitude scores, marital status, etc.)
- ratios (e.g., "Student Migrations - Intrastate" [2200]/total postsecondary education enrollment in reporting region, etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- legal identity of reporting unit

NOTE: These data should be based on the student's legal residence and not on his or her institutionally defined residency classification for tuition and fees assessment.

This measure should be linked to the "Student Migrations - Interstate" [2210] measure and to all the measures in the Enrollments section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Demand; Student Access; Differentiation and Articulation; Manpower

SOURCES

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National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2210
MEASURE NUMBER

MEASURE NAME Student Migrations - Interstate

DEFINITION

The (headcount) number of students who have their legal residence in one state and attend programs and activities of postsecondary education reporting units in a different state within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the mobility of one state's population to postsecondary education programs and activities in another state. The "Transfer Students" [2150] measure deals with the same general concept in a slightly different way.

For some purposes it may be useful to tabulate or organize these data by:

- region(s)
- student level(s)
- student load(s)
- enrollment status
- geographic origin(s)
- programs and activities enrolled in
- ratios (e.g., "Student Migrations - Interstate" [2210]/total enrollment by reporting unit, program, or activity enrolled in, by state, etc.)
- student characteristics (e.g., age, sex, ethnic status, academic achievement and/or aptitude scores, marital status, etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- legal identity of reporting unit

NOTE: These data should be based on the student's legal residence and not on his or her institutionally defined residency classification for tuition and fees assessment.

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RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Demand; Student Access; Manpower

SOURCES

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2210

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

This measure should be linked to the "Student Migrations-Intrastate" [2200] measure and to all the measures in the Enrollments section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

2250
MEASURE NUMBER

MEASURE NAME Financial Aid - Total

DEFINITION

The total dollars made available to all students at a particular reporting unit for financial assistance regardless of the source(s) of funds within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Included in this measure would be scholarships and fellowships; student aid grants other than scholarships or fellowships; loans; and work/study assistance.

Where services are required in exchange for the financial assistance, as in the Federal College Work-Study program and teaching or research assistantships, the charges should be classified initially in the accounting records of the institution as expenses of the department or organizational unit for which the service is rendered and included in this measure. Loans to students are not expenditures but constitute a conversion of cash to receivables in the loan funds group. The sum of monies associated with this measure is, therefore, a derived figure and will not be maintained solely in the current funds group or any other single fund group.

For some purposes it may be useful to tabulate or organize these data by:

- types of financial aid (e.g., scholarships and fellowships, loans, work/study assistance, etc.)
- reasons and bases for aid (e.g., need, achievement, special purpose, etc.)
- ratios (e.g., number of recipients/number of applicants, "Financial Aid - Total" [2250]/total number of recipients, "Financial Aid - Total" [2250]/number of student load units recipients have enrolled in, etc.)
- student level(s) of recipients
- occupational workload (e.g., full- or part-time, etc.)

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RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Organizational Unit Impacts; Operational Funding; Revenue Analysis; Student Aid

SOURCES

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2250

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

- characteristics of applicants and recipients (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socio-economic status, etc.)
- geographic origin(s) of applicants and recipients
- recipients' programs and courses of study
- sources of funding for financial aid awarded (e.g., federal, state, institution, gifts, etc.)

NOTE: It may be expected that some, if not most, of the dollars collected for this measure will be counted also and included in other expenditure measures of the Finances section; hence double accounting is likely, and the dollar amounts involved should be so noted.

Additional discussion can be found in the scholarships and fellowships; loans; and work/study assistance items in the Glossary. It is recommended that the "Report of the Joint Accounting Group" (1974) and the "Higher Education Finance Manual" (Collier, 1974) be consulted for further clarification.

This measure should be linked to the "Scholarship and Fellowship Expenditures" [6410] and "Total Current Funds Expenditures" [6310] measures.

National Center for Higher Education Management Systems

2300
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Cost to Student - Total

DEFINITION

The sum of the average out-of-pocket and the average present value of foregone income costs incurred by a student enrolled at a particular reporting unit in a specific program and/or activity within a specified time period, usually an academic year.

CODES, CATEGORIES, AND COMMENTS

This measure is the sum of the "Average Incurred Cost to Student - Out-of-Pocket" [2310] and "Average Cost to Student - Present Value of Foregone Income" [2320] measures.

For some purposes it may be useful to tabulate or organize these data by:

- types of educational expenditures (e.g., tuition and fees, supplies and materials, books, etc.)
- subsistence costs (e.g., room, board, etc.)
- student level(s)
- geographic origin(s)
- programs and activities that students are enrolled in
- student load(s)
- postsecondary education institution size categories
- occupational workload (e.g., full- or part-time, etc.)

NOTE: This measure should be linked to the "Average Incurred Cost to Student - Out-of-Pocket" [2310] and "Average Cost to Student - Present Value of Foregone Income" [2320] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Student Access; Student Aid

SOURCES

DATE ISSUED January 1975

2310

MEASURE NUMBER

MEASURE NAME Average Incurred Cost to Student - Out-of-Pocket

DEFINITION

The average out-of-pocket costs incurred by a student enrolled at a particular reporting unit in a specific program and/or activity within a specified time period, usually an academic year.

CODES, CATEGORIES, AND COMMENTS

This measure should not include expenditures for such items as recreation, entertainment, travel for pleasure, etc. It should include items such as tuition and fees, room and board, required travel to and from home, books, educational supplies and materials, laundry, and other necessary living and educational expenses.

Expenses the student has incurred which are defrayed by financial assistance to the student (see "Financial Aid - Total" [2250]) should still be included in the determination of this measure.

For some purposes it may be useful to tabulate or organize these data by:

- types of educational expenditures (e.g., tuition and fees, supplies and materials, books, etc.)
- subsistence costs (e.g., room, board, etc.)
- student load(s)
- student level(s)
- geographic origin(s)
- programs and/or activities that students are enrolled in
- occupational workload (e.g., full- or part-time, etc.)

NOTE: This measure should be linked to the "Average Cost to Student - Total" [2300] and "Average Cost to Student - Present Value of Foregone Income" [2320] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Student Access; Student Aid

SOURCES

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National Center for Higher Education Management Systems

2320
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Cost to Student - Present Value of Foregone Income

DEFINITION

The present value of income that a student would lose because he or she was enrolled in an educational program and/or activity in a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the average additional earnings (e.g., income) that might have been realized by a student if he or she had been employed. Further, since it is believed that students implicitly determine the present value of foregone income figures for themselves, it is hoped that this measure will provide some insights into the factors considered by individuals in making decisions to apply and enroll in postsecondary education programs and activities.

The computational formula recommended is to be found in the Glossary under the term present value of foregone income.

For some purposes it may be useful to tabulate or organize these data by:

- various employment options available to the student if not enrolled in an educational program and/or activity
- different discount rates
- student load(s)
- student level(s)
- programs and/or activities enrolled in
- student characteristics (e.g., age, sex, ethnic status, etc.)
- geographic origin(s) of those enrolled

NOTE: The discount rate utilized in computing the present value of foregone income should be set at least as high as current bank interest rates

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RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Student Access; Student Aid

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

and should be documented conspicuously. If interstate, interinstitutional, or interprogram comparisons are to be made, the discount rates should be the same in all cases.

This measure should be linked to the "Average Cost to Student - Total" [2300] and "Average Incurred Cost to Student - Out-of-Pocket" [2310] measures.

MANPOWER

The measures in this section of the Inventory are related to the supply of and demand for persons with specific or general aptitudes, skills, and training. To the extent that reliable data corresponding to these measures can be collected, they can provide a partial basis for postsecondary education planning. Specifically, education planners may use data on the supply of, and demand for, trained manpower to identify programs, courses of study, and activities that could be added or deleted, expanded or contracted, by various postsecondary education institutions and learning centers within a state. These measures may provide a means for more closely linking postsecondary education decisions made by the state, institutions, individuals, etc., with occupational needs and decisions.

Some of the data about manpower suggested in these measures may not be readily available or collectable, particularly those data related to the manpower requirements. These measures have been included despite this question of feasibility in the hope that further interest will be stimulated in the implementation of measurement and data collection procedures in this area.

Several indirect measures of relevant manpower supply/demand (e.g., "National Occupational Earnings - Average" [3310], etc.) have been included since they can probably be implemented with existing methodologies and capabilities. Their uses and interpretations are discussed in the Codes, Categories, and Comments portions of the relevant measures.

Several technical considerations should be kept in mind by users of these measures:

1) Standard occupation and industry classification systems should be used. It is recommended that the "Vocational Education and Occupations" handbook (Office of Education, 1969), the "Classified Index of Occupations" (U.S. Bureau of the Census, 1970), and the "Dictionary of Occupational Titles" (U.S. Manpower Administration, 1965) be used as standards.

2) Common time frames should be used for collecting and reporting these manpower data.

3) If statistical sampling procedures are used in the collection of data, the procedures should be carefully documented.

4) For planning purposes estimates of future manpower supply and demand are required; current data will not suffice. Estimates should take into account resources likely to be available to fulfill needs and should not be simply "wish lists."

STATEWIDE MEASURES INVENTORY

3010
MEASURE NUMBER

MEASURE NAME National Manpower Requirement - Total

DEFINITION

The estimated number of individuals required for all types of employment, however defined, in the nation within a specified time period.

CODES, CATEGORIES, AND COMMENTS

To facilitate the use of this information in educational planning the educational background categories should correspond closely to the characteristics of existing or planned instructional programs, courses of study, and/or activities.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- region(s) with projected manpower requirements
- ratios (e.g., "National Civilian Labor Force - Total" [3110]/ "National Manpower Requirement - Total" [3010] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed by occupation
- work experience backgrounds of the employed by occupation
- time frames utilized in the estimates (e.g., present, 1-3 years in the future, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: The time horizons to be considered for estimating future national manpower requirements will depend on such things as the lead time necessary to make adjustments in programs, the availability of substitutes in the job market, mobility of the labor force, etc.

This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

Program Existence and Size; Program Demand; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

DATE ISSUED January 1975

3030

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME State Manpower Requirement - Total

DEFINITION

The estimated number of individuals required for all types of employment, however defined, in the state within a specified time period.

CODES, CATEGORIES, AND COMMENTS

To facilitate the use of this information in educational planning the educational background categories should correspond closely to the characteristics of existing or planned instructional programs, courses of study, and/or activities.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- region(s) with projected manpower requirements
- ratios (e.g., "State Civilian Labor Force - Total" [3130]/"State Manpower Requirement - Total" [3030], "State Civilian Labor Force - Employed" [3230]/ "State Manpower Requirement - Total" [3030] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed by occupation
- work experience background of the employed by occupation
- time frames utilized in the estimates (e.g., present, 1-3 years in the future, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: The time horizons to be considered for estimating future state manpower requirements will depend on such things as the lead time necessary to make adjustments in programs, the availability of substitutes in the job market, mobility of the labor force, etc.

This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

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National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

3050
MEASURE NUMBER

MEASURE NAME Local Manpower Requirement-Total

DEFINITION

The estimated number of individuals required for all types of employment, however defined, in a particular locality within a specified time period.

CODES, CATEGORIES, AND COMMENTS

To facilitate the use of this information in educational planning the educational background categories should correspond closely to the characteristics of existing or planned instructional programs, courses of study, and/or activities.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- locality(ies) with projected manpower requirements
- ratios (e.g., "Local Civilian Labor Force - Total" [3150]/"Local Manpower Requirement - Total" [3050] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed by occupation
- work experience backgrounds of the employed by occupation
- time frames utilized in the estimates (e.g., present, 1-3 years in the future, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: The time horizons to be considered for estimating future local manpower requirements will depend on such things as the lead time necessary to make adjustments in programs, the availability of substitutes in the job market, mobility of the labor force, etc.

This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

3110

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME National Civilian Labor Force - Total

DEFINITION

The total number of persons in the nation sixteen years of age and over who are working, unemployed non-job seekers (temporarily absent from a job or not actively seeking work because of vacation, illness, bad weather, temporary layoff, or labor dispute), or unemployed job seekers, with seasonal adjustments, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the human resources in the nation potentially available for employment.

Not included in the civilian labor force are members of the Armed Forces, persons sixteen years of age and over doing incidental unpaid work on a family farm or business (less than 15 hours during the reference week), students, housewives, retired workers, seasonal workers enumerated in an off season who are not looking for work, inmates of institutions, and persons who cannot work because of long-term physical or mental illness or disability.

For this measure, employed persons are to be reported by their major occupation (greatest number of hours worked during reference week); experienced unemployed persons are to be reported by their last occupation; and all other persons are to be reported as unemployed, without reference to an occupation.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- educational backgrounds of those in the civilian labor force
- work experience backgrounds of those in the civilian labor force
- population characteristics of civilian labor force (e.g., age, sex, ethnic status, etc.)
- average number of hours of work for a particular period of time for a defined group of employees (e.g., number of hours worked per week, etc.)

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RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 3130

MEASURE NAME State Civilian Labor Force - Total

DEFINITION

The total number of persons in the state sixteen years of age and over who are working, unemployed non-job seekers (temporarily absent from a job or not actively seeking work because of vacation, illness, bad weather, temporary layoff, or labor dispute), or unemployed job seekers, with seasonal adjustments, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the human resources in a state potentially available for employment.

Not included in the civilian labor force are members of the Armed Forces, persons sixteen years of age and over doing incidental unpaid work on a family farm or business (less than 15 hours during the reference week), students, housewives, retired workers, seasonal workers enumerated in an off season who are not looking for work, inmates of institutions, and persons who cannot work because of long-term physical or mental illness or disability.

For this measure, employed persons are to be reported by their major occupation (greatest number of hours worked during reference week); experienced unemployed persons are to be reported by their last occupation; and all other persons are to be reported as unemployed, without reference to an occupation.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- educational backgrounds of those in the civilian labor force
- work experience backgrounds of those in the civilian labor force (e.g., age, sex, ethnic status, etc.)
- average number of hours of work for a particular period of time for a defined group of employees (e.g., number of hours worked per week, etc.)

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RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

National Center for Higher Education Management Systems

3150
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Local Civilian Labor Force - Total

DEFINITION

The total number of persons in a particular locality sixteen years of age and over who are working, unemployed non-job seekers (temporarily absent from a job or not actively seeking work because of vacation, illness, bad weather, temporary layoff, or labor dispute), or unemployed job seekers, with seasonal adjustments, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the human resources in a particular locality potentially available for employment.

Not included in the civilian labor force are members of the Armed Forces, persons sixteen years of age and over doing incidental unpaid work on a family farm or business (less than 15 hours during the reference week), students, housewives, retired workers, seasonal workers enumerated in an off season who are not looking for work, inmates of institutions, and persons who cannot work because of long-term physical or mental illness or disability.

For this measure, employed persons are to be reported by their major occupation (greatest number of hours worked during reference week); experienced unemployed persons are to be reported by their last occupation; and all other persons are to be reported as unemployed, without reference to an occupation.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- educational backgrounds of those in the civilian labor force
- work experience backgrounds of those in the civilian labor force
- population characteristics of civilian labor force (e.g., age, sex, ethnic status, etc.)
- average number of hours of work for a particular period of time for a defined group of employees (e.g., number of hours worked per week, etc.)

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RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Program Costs; Program Impacts; Program Priorities; Manpower

SOURCES

DATE ISSUED January 1975

3150

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

3210
MEASURE NUMBER

MEASURE NAME National Civilian Labor Force - Employed

DEFINITION

The total number of persons of the "National Civilian Labor Force - Total" [3110] who are working, with seasonal adjustments, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of the human resources of the nation. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- ratios (e.g., "National Civilian Labor Force - Employed" [3210]/ "National Civilian Labor Force - Total" [3110] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed
- work experience backgrounds of the employed
- characteristics of the employed (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)
- adequacy of training

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

U.S. Bureau of Labor Statistics ("Employment and Earnings")

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National Center for Higher Education Management Systems

3230
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME State Civilian Labor Force - Employed

DEFINITION

The total number of persons of the "State Civilian Labor Force - Total" [3130] who are working, with seasonal adjustments, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of the human resources of a state. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- ratios (e.g., "State Civilian Labor Force - Employed" [3230]/"State Civilian Labor Force - Total" [3130] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed
- work experience backgrounds of the employed
- characteristics of the employed (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)
- adequacy of training

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

U.S, Bureau of Labor Statistics ("Employment and Earnings")

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 3250

MEASURE NAME Local Civilian Labor Force - Employed

DEFINITION

The total number of persons of the "Local Civilian Labor Force - Total" [3150] who are working, with seasonal adjustments, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of the human resources of a particular locality. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- ratios (e.g., "Local Civilian Labor Force - Employed" [3250]/"Local Civilian Labor Force - Total" [3150] by major occupation and/or industry groupings, etc.)
- educational backgrounds of the employed
- work experience backgrounds of the employed
- characteristics of the employed (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)
- adequacy of training

NOTE: This measure should be linked and related to the other measures in the Manpower Section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Student Access; Program Impacts; Manpower

SOURCES

U.S. Bureau of Labor Statistics ("Employment and Earnings")

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National Center for Higher Education Management Systems

3310

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME National Occupational Earnings - Average

DEFINITION

The total compensation dollars received by all employees for all types of employment of all occupations, divided by the total number of employees of all occupations in the nation within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be used as an indication of the relative earning power of the human resources of the nation, and of labor shortages and surpluses that might exist. Various aggregations of these data may provide general indicators of the estimated starting compensation levels for different occupations and/or industries and the likely movement (including direction and rate of change) of compensation in these same areas for some future time periods.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- various time periods
- ratios (e.g., "National Occupational Earnings - Average" [3310] for some past time period(s) by major occupation and/or industry groupings, etc.)
- educational backgrounds of various employees
- characteristics of employees (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

DATE ISSUED January 1975

3330

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME State Occupational Earnings - Average

DEFINITION

The total compensation dollars received by all employees for all types of employment of all occupations, divided by the total number of employees of all occupations in the state within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be used as an indication of the relative earning power of the human resources of a state, and of labor shortages and surpluses that might exist. Various aggregations of these data may provide general indicators of the estimated starting compensation levels for different occupations and/or industries and the likely movement (including direction and rate of change) of compensation in these same areas for some future time periods.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- various time periods
- ratios (e.g., "State Occupational Earnings - Average" [3330] for some past time period(s) by major occupation and/or industry groupings, etc.)
- educational backgrounds of various employees
- characteristics of employees (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Goals; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

3350
MEASURE NUMBER

MEASURE NAME Local Occupational Earnings - Average

DEFINITION

The total compensation dollars received by all employees for all types of employment of all occupations, divided by the total number of employees of all occupations in a particular locality within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be used as an indication of the relative earning power of the human resources of a particular locality, and of labor shortages and surpluses that might exist. Various aggregations of these data may provide general indicators of the estimated starting compensation levels for different occupations and/or industries and the likely movement (including direction and rate of change) of compensation in these same areas for some future time periods.

For some purposes it may be useful to tabulate or organize these data by:

- major occupation and/or industry groupings
- various time periods
- ratios (e.g., "Local Occupational Earnings - Average" [3350] for some past time period(s) by major occupation and/or industry groupings, etc.)
- educational backgrounds of various employees
- characteristics of employees (e.g., age, sex, ethnic status, etc.)
- occupational workloads (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

3410
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME National Occupational Turnover Rate

DEFINITION

The number of wage and salary workers who move into and out of their employed status with respect to individual establishments divided by the total number of wage and salary workers employed by all individual establishments throughout the nation, with seasonal adjustments, within a specified time period, usually a calendar month.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relative mobility of human resources. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

Data from the "National Civilian Labor Force - Employed" [3210] measure may be used to determine the total number of employed individuals for all occupations needed to develop this rate.

There are two broad types of employed status:

Accessions: The total number of permanent and temporary additions to the employment roll, including both new and rehired employees.

Separations: The total number of terminations of employment initiated by either employer or employee.

For some purposes it may be useful to tabulate or organize these data by:

- types of accessions (e.g., new hires, etc.)
- types of separations (e.g., quits, layoffs, etc.)
- major occupation and/or industry groupings
- ratios (e.g., "National Occupational Turnover Rate" [3410] by major occupation and/or industry groups per 100 employees, "Occupational Turnover Rate" [3410] between major occupation and/or industry groups, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

DATE ISSUED January 1975

3410

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

- educational backgrounds of those who leave employment
- characteristics of those leaving employment (e.g., age, sex, ethnic status, etc.)
- occupational workloads of those leaving employment (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

National Center for Higher Education Management Systems

3430
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME State Occupational Turnover Rate

DEFINITION

The number of wage and salary workers who move into and out of their employed status with respect to individual establishments divided by the total number of wage and salary workers employed by all individual establishments in the state, with seasonal adjustments, within a specified time period, usually a calendar month.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relative mobility of human resources. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

Data from the "State Civilian Labor Force - Employed" [3230] measure may be used to determine the total number of employed individuals for all occupations needed to develop this rate.

There are two broad types of employed status:

Accessions: The total number of permanent and temporary additions to the employment roll, including both new and rehired employees.

Separations: The total number of terminations of employment initiated by either employer or employee.

For some purposes it may be useful to tabulate or organize these data by:

- types of accessions (e.g., new hires, etc.)
- types of separations (e.g., quits, layoffs, etc.)
- major occupation and/or industry groupings
- ratios (e.g., "State Occupational Turnover Rate" [3430] by major occupation and/or industry groups per 100 employees, "State Occupational Turnover Rate" [3430] between major occupation and/or industry groups, etc.)
- educational backgrounds of those who leave employment

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

U.S. Bureau of Labor Statistics ("Employment and Earnings")

DATE ISSUED **January 1975**

3430

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

- characteristics of those leaving employment (e.g., age, sex, ethnic status, etc.)
- occupational workloads of those leaving employment (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

3450

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Local Occupational Turnover Rate

DEFINITION

The number of wage and salary workers who move into and out of their employed status with respect to individual establishments divided by the total number of wage and salary workers employed by the individual establishments in a particular locality, with seasonal adjustments, within a specified time period, usually a calendar month.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relative mobility of human resources. Various aggregations of these data may provide general indicators for areas in which educational programs, courses of study, and activities could be added or deleted, expanded or contracted.

Data from the "Local Civilian Labor Force - Employed" [3250] measure may be used to determine the total number of employed individuals for all occupations needed to develop this rate.

There are two broad types of employed status:

Accessions: The total number of permanent and temporary additions to the employment roll, including both new and rehired employees.

Separations: The total number of terminations of employment initiated by either employer or employee.

For some purposes it may be useful to tabulate or organize these data by:

- types of accessions (e.g., new hires, etc.)
- types of separations (e.g., quits, layoffs, etc.)
- major occupation and/or industry groupings
- ratios (e.g., "Local Occupational Turnover Rate" [3450] by major occupation and/or industry groups per 100 employees, "Local Occupational Turnover Rate" [3450] between major occupation and/or industry groups, etc.)

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RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Program Existence and Size; Student Access; Program Impacts; Manpower

SOURCES

U.S. Bureau of Labor Statistics ("Employment and Earnings")

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

- educational backgrounds of those who leave employment
- characteristics of those leaving employment (e.g., age, sex, ethnic status, etc.)
- occupational workloads of those leaving employment (e.g., full- or part-time, etc.)

NOTE: This measure should be linked and related to the other measures in the Manpower section of the Inventory.

PROGRAMS

The measures in this section describe the instruction, research and public service programs and activities offered by a reporting unit, including their attributed and many of their direct and indirect outcomes and impacts. The "Program Measures" document (Topping and Miyataki, 1973) should be consulted for additional insights into this area.

To develop the measures in this section appropriately and effectively, various standardized tests, coding schemes, taxonomies, and student surveys over common time periods may be required. It is recommended that nationally recognized tests, taxonomies, and surveys be used whenever possible.

Most of the outcome indicators included in this section have not been extensively tested and scrutinized by state-level planners and decision makers, but are presently being pilot tested as part of the NCHEMS Outcomes of Postsecondary Education project (see "An Introduction to the Identification and Uses of Higher Education Outcome Information" [Micek and Wallhaus, 1973] and "The Higher Education Outcome Measures Identification Study, A Descriptive Study" [Micek and Arney, 1974]).

National Center for Higher Education Management Systems

4010
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Instruction Programs, Courses of Study, and Activities

DEFINITION

An inventory of the names of all the instruction programs, courses of study, and activities offered by a particular reporting unit that lead to distinct types of completions or objectives within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure should provide a list of all the degree/diploma/certificate programs and courses of study offered by a particular reporting unit. It also should include those programs, courses of study, and activities that do not award degree(s)/diploma(s)/certificate(s) upon completion, but do lead to a defined objective. This measure should not be a list of all the courses offered by the reporting unit.

Although institutional or state designations for programs, courses of study, and activities could be utilized, a standard subject matter classification system such as the one used by HEGIS (Huff and Chandler, 1970), and the Glossary definitions for degree(s)/diploma(s)/certificate(s) are recommended. It should be noted that a revision of the HEGIS taxonomy will be initiated in the near future.

For some purposes it may be useful to tabulate or organize these data by:

- types of completions or objective(s)
- region(s) where instruction programs, courses of study, and activities are offered
- attributes of programs, courses of study, and activities (e.g., for credit or noncredit, etc.)
- methods of instruction (e.g., lecture, laboratory, independent study, etc.)
- student status
- characteristics of those enrolled (e.g., sex, ethnic status, marital status, etc.)
- ratios (e.g., number of nondegree/diploma/certificate students enrolled in degree/diploma/certificate programs/total number of students enrolled

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Location; Student Access; Organizational Unit Costs; Program Costs; Differentiation and Articulation; Program Priorities; Manpower

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

in those same programs, etc.)
- postsecondary education institution size categories
- outcomes of educational activities

NOTE: Additional discussion of the types of programs, courses of study, and activities to be included in this measure can be found in the Program Classification Structure (PCS) categories term in the Glossary.

Programs, courses of study, and activities that are part of the "Research Programs and Activities" [4050] or "Public Service Programs and Activities" [4110] measures should be separately identified to the extent possible. Situations in which joint production exists should also be separately identified.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

This measure should be linked to the "Instruction Programs, Courses of Study, and Activities - Completions" [4030] measure.

National Center for Higher Education Management Systems

4030
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Instruction Programs, Courses of Study, and Activities - Completions

DEFINITION

The total number of students who complete or attain the objective(s) of each of the instruction programs, courses of study, and activities at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure provides data about the number of students who complete: degree/diploma/certificate programs; programs leading to licenses and certifications for practicing in various occupations and professions; and programs, courses of study, and activities for which degree(s)/diploma(s)/certificate(s) are not awarded. In a more general sense it provides information about the reservoir of knowledgeable individuals upon which society might rely to handle its increasingly complex problems, and the fit between the needs of society and the response(s) of the postsecondary education community.

For some purposes it may be useful to tabulate or organize these data by:

- number of completions by program name and award type within a particular time period
- ratios (e.g., number of student completions/number of students of their entering class after a specified period of time, normal time to complete a student program/average amount of time for a student to earn a degree/diploma/certificate, etc.)
- average amount of time for a student to earn a degree/diploma/certificate
- number and percentage of award recipients working toward or receiving another degree/diploma/certificate after a certain time period following receipt of the initial award as a percentage of their entering and exiting classes
- number and percentage of award recipients surveyed seeking employment and/or employed, by priority of job choice (e.g., first choice, second choice, etc.), states involved, starting salary, occupational workload,

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RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Demand; Student Access; Program Costs; Organizational Unit Impacts; Program Impacts; Program Priorities; Manpower

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CODES, CATEGORIES, AND COMMENTS (continued)

and whether or not jobs involved are related to their major field of study

- number and percentage of award recipients surveyed seeking admission and/or admitted to another postsecondary education program, by institution name, programs, courses of study, and activities and type of degree(s)/diploma(s)/certificate(s) to be earned (if appropriate)
- characteristics of completers (e.g., age, sex, ethnic status, marital status, etc.)
- residency status of completers (see "In-State Students" [5150] and "Out-of-State Students" [5170])
- region(s) where instruction programs, courses of study, and activities were completed
- outcomes of educational activities

NOTE: Completion of programs, courses of study, and activities that are joint products with the "Research Programs and Activities - Completions" [4070] or "Public Service Programs and Activities - Completions" [4130] should be separately identified.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

This measure should be linked to the "Instruction Programs, Courses of Study, and Activities" [4010] measure.

4050
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Research Programs and Activities

DEFINITION

An inventory of the names of all the research programs and activities at a particular reporting unit established to produce distinct research outcomes commissioned by an agency either external to the reporting unit or authorized by an organizational unit that are in progress at the reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure should provide a list of all the research programs and activities presently being carried on at a particular reporting unit. Although institutional or state designations could be utilized for this measure, a standard subject matter classification system such as the one used by HEGIS (Huff and Chandler, 1970), is recommended for coding purposes where appropriate.

For some purposes it may be useful to tabulate or organize these data by:

- outcomes expected
- research emphasis (e.g., basic or applied)
- region(s) of research programs and activities
- participants involved (e.g., staff, students, etc.)
- sources of funding for research programs and activities (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories
- subject matter areas

NOTE: Additional discussion of the types of programs and activities to be included in this measure can be found in the Program Classification Structure (PCS) categories term in the Glossary. Those programs and activities included in this measure that have joint products with the "Instruction Programs, Courses of Study, and Activities" [4010] or "Public Service Programs and Activities" [4110] measures should be separately identified if possible.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Location; Organizational Unit Costs; Differentiation and Articulation; Program Priorities.

SOURCES

DATE ISSUED **January 1975**

4050

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

This measure should be linked to the "Research Programs and Activities - Completions" [4070] and "Sponsored Project Proposals Submitted" [4210] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

4070
MEASURE NUMBER

MEASURE NAME Research Programs and Activities - Completions

DEFINITION

The total number of research programs and activities completed at a particular reporting unit within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

Appropriate indicators of research program or activity completions might be: issuance of reports, degree of completion of project objective(s); formal articles, dissertations, and other publications; patents; prototype equipment built and operating; computer programs written and made available; etc.

For some purposes it may be useful to tabulate or organize these data by:

- number of completions by program name and type of completion
- research emphasis (e.g., basic or applied)
- region(s) where research programs and activities were completed
- participants involved (e.g., staff, students, etc.)
- sources of funding for research programs and activities completed (e.g., federal, state, gifts, etc.)
- time periods
- outcomes of educational activities
- subject matter areas

NOTE: Completions that are joint projects with the "Instruction Programs, Courses of Study, and Activities - Completions" [4020] or "Public Service Programs and Activities - Completions" [4130] measures should be separately identified if possible.

It is recommeded that "An Introduction to the Identification and Uses of Higher Education Outcome Information" [Micek and Wallhaus, 1973] be consulted and utilized for further clarification.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Demand; Program Costs; Organizational Unit Impacts; Program Impacts; Program Priorities

SOURCES

DATE ISSUED

January 1975

4070

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

This measure should be linked to the "Research Programs and Activities" [4050] measure.

4110

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Public Service Programs and Activities

DEFINITION

An inventory of the names of all the public service programs and activities to which a particular reporting unit makes available resources to produce outputs and services that are directed toward the benefit of the community, or individuals residing in the region served by the institution, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the ability, willingness, and commitment of a particular reporting unit to provide public service primarily to individuals and groups external to the reporting unit (i.e., those not among the primary target audience of the reporting unit).

Although institution or state designations could be utilized for these programs and activities, a standard subject matter classification system such as the one used by HEGIS (Huff and Chandler, 1970) is recommended for coding purposes wherever appropriate.

For some purposes it may be useful to tabulate or organize these data by:

- headcount or full-time equivalent number of participants
- region(s) of public service programs and activities
- attributes of programs and activities (e.g., for credit or noncredit, etc.)
- characteristics of participants (e.g., age, sex, ethnic status, marital status, etc.)
- sources of funding for public service programs and activities (e.g., fees, federal, state, gifts, etc.)
- time periods
- postsecondary education institution size categories

NOTE: Additional discussion of the types of programs and activities to be included in this measure can be found in the Program Classification

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Statewide Coordination; Program Location; Organizational Unit Costs; Differentiation and Articulation; Program Priorities

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

Structure (PCS) categories term in the Glossary.

Those programs and activities included in this measure that have joint products with the "Instruction Programs, Courses of Study, and Activities" [4010] or "Research Programs and Activities" [4050] measures should be separately identified if possible.

This measure should be linked to the "Public Service Programs and Activities - Completions" [4130] measure.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

4130

MEASURE NUMBER

MEASURE NAME Public Service Programs and Activities - Completions

DEFINITION

The total number of public service programs and activities completed at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Appropriate indicators of public service program or activity completions might be: issuance of reports; number of courses, seminars, and projects offered and completed; number of participants; etc.

For some purposes it may be useful to tabulate or organize these data by:

- number of completions by program name and type of completion
- headcount or full-time equivalent number of participants
- facilities utilized at reporting unit (e.g., auditorium, playing fields, library, etc.)
- attributes of programs and activities completed (e.g., for credit or noncredit, etc.)
- characteristics of program and activity participants and completers (e.g., age, sex, ethnic status, marital status, etc.)
- sources of funding for public service programs and activities completed (e.g., federal, state, gifts, fees, etc.)
- time periods
- outcomes of educational activities

NOTE: Completions that are joint products with "Instruction Programs, Courses of Study, and Activities - Completions" [4030] or "Research Programs and Activities - Completions" [4070] should be separately identified if possible.

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Demand; Student Access; Program Costs; Organizational Unit Impacts; Program Impacts; Program Priorities

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

This measure should be linked to the "Public Service Programs and Activities" [4110] measure.

STATEWIDE MEASURES INVENTORY

4150
MEASURE NUMBER

MEASURE NAME Certification and Licensing Examinations - Attempts

DEFINITION

The total number of students (both current and former) of a particular reporting unit who try to pass state, regional, and/or national agency certification and licensing examinations within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be useful in assessing the value and impact of a particular reporting unit's programs in preparing students to attempt and to pass certification and licensing examinations (e.g., for practical nurses, private detectives, cosmetologists, attorneys, etc.).

For some purposes it may be useful to tabulate or organize these data by:

- type of license (e.g., compulsory, voluntary, etc.)
- occupation and/or profession for which the examination is needed (e.g., accountant, dental hygienist, embalmer, real estate broker, etc.)
- types of examinations (e.g., written, theoretical, oral, clinical, practical, combination, etc.)
- students' programs, courses of study, and activities at the reporting unit
- characteristics of exam attempters (e.g., age, sex, ethnic status, etc.)
- status of examination attempters (e.g., passed, failed, etc.)
- portions of examination passed or failed, if applicable
- ratios (e.g., number of students passing exams on the first attempt/total number of students taking the exam, number of exam attempters by reporting unit/total number of examination attempters, by pass or fail categories, exam types, occupations or professions for which the examination is needed, etc.)
- number of attempts by former students for specified examinations (e.g., one, two, etc.)

NOTE: This measure should be linked to the "Certification and Licensing Examinations - Successful Completions" [4170] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Existence and Size; Student Access; Organizational Unit Impacts; Program Impacts; Manpower

SOURCES

DATE ISSUED **January 1975**

STATEWIDE MEASURES INVENTORY

4170
MEASURE NUMBER

MEASURE NAME Certification and Licensing Examinations - Successful Completions

DEFINITION

The total number of students (both current and former) of a reporting unit who pass state, regional, and/or national agency certification and licensing examinations within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be useful in assessing the value and impact of the reporting unit's programs in preparing students to pass certification and licensing examinations (e.g., for practical nurses, private detectives, cosmetologists, attorneys, etc.).

For some purposes it may be useful to tabulate or organize these data by:

- type of license (e.g., compulsory, voluntary, etc.)
- occupation and/or profession for which the examination is needed (e.g., accountant, dental hygienist, embalmer, real estate broker, etc.)
- types of examinations (e.g., written, theoretical, oral, clinical, practical, combination, etc.)
- students' programs, courses of study, and activities at the reporting unit
- characteristics of successful examination completers (e.g., age, sex, ethnic status, etc.)
- portions of examination passed or failed, if applicable
- ratios (e.g., "Certification and Licensing Examinations - Successful Completions" [4170]/"Certification and Licensing Examinations - Attempts" [4150], etc.)

NOTE: This measure should be linked to the "Certification and Licensing Examinations - Attempts" [4150] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Existence and Size; Student Access; Organizational Unit Impacts; Program Impacts; Manpower

SOURCES

DATE ISSUED **January 1975**

4210
MEASURE NUMBER

MEASURE NAME Sponsored Project Proposals Submitted

DEFINITION

An inventory of the names of all the sponsored project proposals (i.e., requests for funding) officially submitted by a particular institution or agents of the institution, to some external funding body for their consideration, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

Sponsored project proposals (e.g., for research, training, job placement, etc.) mean those proposals which, if funded, would increase the present operating levels of a particular institution by specified dollar amounts for a specified time period. A particular set of outcomes would be produced in return for funding. This measure does not include the regular budget request of the institution for base level funding.

For some purposes it may be useful to tabulate or organize these data by:

- purposes of proposals submitted (e.g., research, training, etc.)
- number and dollar requirements of matching institutional funds for proposals submitted (e.g., out-of-pocket, in-kind, etc.)
- durations of proposals submitted and/or funded
- number and dollar amounts of proposals submitted and funded
- ratios (e.g., number of proposals funded/total number of proposals submitted by purposes, number of proposals funded by dollar amounts/total dollar amounts of proposals submitted by purposes, etc.)
- postsecondary education institution size categories

NOTE: This measure should be linked to the "Research Programs and Activities" [4050] measure.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Organization; Program Existence and Size; Organizational Unit Impacts; Program Impacts; Operational Funding; Capital Funding

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

4220
MEASURE NUMBER

MEASURE NAME Individuals Served by Support Programs

DEFINITION

The total number of individuals served in some manner by all of the support programs of a particular institution within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure may be more useful than a summary of various enrollment figures in the assessing of activity in, and occupational workload requirements of, the support programs of a particular institution.

For some purposes it may be useful to tabulate or organize these data by:

- support programs (e.g., academic support, student services, etc.)
- types of services rendered (e.g., cultural, recreational, etc.)
- kinds of services (e.g., initial contact, return, etc.)
- ratios (e.g., number of individuals served that are not associated with or enrolled in the institution/total number of individuals served, etc.)
- different time periods (e.g., quarter, academic year, etc.)
- time of service (e.g., day, evening, combination, etc.)
- region(s) where services are provided
- reporting unit(s) where services are provided
- average number of individuals served by various support programs for different time periods
- characteristics of individuals served (e.g., age, sex, marital status, ethnic status, etc.)
- postsecondary education institution size categories
- outcomes of educational activities

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Student Access; Organizational Unit Impacts; Program Impacts; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED January 1975

4220

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: Additional discussion of the types of programs and activities to be included in this measure can be found in the Program Classification Structure (PCS) categories term in the Glossary.

It may be difficult to describe or define precisely the mechanisms whereby the support programs of the institution provide services to individuals.

It is probably not important to have an unduplicated headcount for this measure as long as the counts for the individual support programs are accurate.

It is recommended that "An Introduction to the Identification and Uses of Higher Education Outcome Information" (Micek and Wallhaus, 1973) be consulted and utilized for further clarification.

4230

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Library Collections and Holdings

DEFINITION

The total number of cataloged volumes, government documents, microfilm, and periodicals held in separately organized library units and learning resource centers over which a particular institution has primary control and administration at a specified point in time, usually the end of a fiscal year.

CODES, CATEGORIES, AND COMMENTS

Excluded from this measure should be audio/visual services aimed at supporting specific instructional courses of study and activities, and those libraries housed and administrated within a specific academic department. Those items which are available to students, faculty, and staff as a whole and in the same manner as other library collections and holdings should be included. Also included in this measure would be movie films, filmstrips, slide sets, phonograph records, maps, and video tapes.

Uncataloged collections and holdings should not be included in this measure.

Supplementary statistics on such things as circulation of holdings and numbers of clients entering different libraries should also be maintained.

For some purposes it may be useful to tabulate or organize these data by:

- discipline and subject matter areas of the holdings
- types of collection and holding materials (e.g., books, periodicals, phonograph records, etc.)
- ratios (e.g., number of library volumes/total "Full-Time Equivalent Students" [5100], circulation by discipline and subject matter area/total circulation of all holdings, total circulation of all holdings/total FTE students or total headcount students for a certain time period such as a fiscal year, total dollars expended for library volumes/total number of library volumes purchased in the last fiscal year, etc.)
- postsecondary education institution size categories

RELEVANT STATE LEVEL CONCERNS

Program Demand; Program Existence and Size; Organizational Unit Costs; Organizational Unit Impacts; Program Priorities; Operational Funding; Faculty and Staff Workload

SOURCES

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ENROLLMENTS

The measures included in this section are concerned with the participants in postsecondary education. With the data from the measures of this section it should be possible to link individuals actually being served by postsecondary education to some of the measures in the section on General Information About the State.

In collecting data for these enrollment measures and in comparing these data with measures from other sections of the Inventory, the reporting unit and/or user will need to insure that the data correspond to the same (or some comparable) time periods.

5010

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Student Enrollment - Headcount

DEFINITION

The unduplicated count of the number of persons at a particular reporting unit who are enrolled in postsecondary education courses of study, programs, and activities within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is to include degree/diploma/certificate students and nondegree/diploma/certificate students. Most persons who are participating in formal instructional programs will be registered. Those persons participating in public service programs may not be registered.

For some purposes it may be useful to tabulate or organize these data by:

- student enrollment--beginning count and --final count
- educational background
- student load(s)
- student level(s)
- courses of study, programs, and activities participating in
- student status
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community education, etc.)
- enrollment status
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- employment status of student upon enrollment (e.g., unemployed, employed, etc.)
- occupational workload (e.g., full- or part-time, etc.)
- ratios (e.g., number of students taking noncredit, independent study, or special courses/"Student Enrollment - Headcount" [5010], number

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Program Demand; Student Access; Program Costs; Program Priorities

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

of nondegree/diploma/certificate students enrolled in degree/diploma/certificate programs/total number of students enrolled in the same degree/diploma/certificate programs, etc.)

- number and percentage of students surveyed aspiring to a particular type of occupational career
- number and percentage of students identifying certain degree(s)/diploma(s)/certificate(s) as the highest award planned

It may be desirable to have the student count for special sessions (e.g., workshops, mini-quarter or semester programs on irregular calendars, intersessions, etc.) separately identified.

NOTE: This measure should be linked to the "Full-Time Students" [5040], "Part-Time Students" [5070], and "Full-Time Equivalent Students" [5100] measures and to many of the measures in the Student Access section of the Inventory.

National Center for Higher Education Management Systems

5040
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full-Time Students

DEFINITION

The (headcount) number of students, regardless of student level(s), courses of study, programs, or activities, who are enrolled for (i.e., registered for) at least 75 percent of the normal student load required to complete the student's program of study (whether for credit, noncredit, imputed credit, contact hours, etc.) within the normal time to complete a student program, course of study, or activity in a particular reporting unit at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is intended to be an indicator of the number of individuals for whom postsecondary education is the primary activity.

This measure is based on the notion of a normal time to complete a student program, course of study, or activity, which, in turn, is usually based on an institutional definition or standard. For example, if a particular undergraduate program required 120 semester credits, and the institution has established four years (or eight semesters) as the normal time to complete a student program for that program, course of study, or activity, then the normal student load required to complete it in that time is fifteen credits per semester. A full-time student has been defined as one enrolled for at least 75 percent of that normal student load, (i.e., in this example, twelve or more semester credits). A similar example for a graduate program would be twelve credits per semester so that a student program or course of study would be completed in two years. In this example, a full-time graduate student would be defined as one who is taking at least nine semester credits during the semester in question.

Since the number of credits required for completion and the normal time to complete a student program will vary among programs--especially between undergraduate and graduate programs--the numerical value of the full-time student measure will also vary.

For some purposes it may be useful to tabulate or organize these data by:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Student Access; Revenue Analysis

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CODES, CATEGORIES, AND COMMENTS (continued)

- reporting units
- student enrollment--beginning count and --final count
- student level(s)
- programs, courses of study, or activities enrolled in
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community education, etc.)
- enrollment status
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- employment status of student upon enrollment (e.g., unemployed, employed, etc.)
- occupational workload (e.g., full-or part-time, etc.)
- student load(s)
- student status
- average tuition and fees charged by academic year, by student level(s), and by present residency status (e.g., "In-State Students" [5150] or "Out-of-State Students" [5170], etc.)
- number and percentage of students surveyed aspiring to a particular type of occupational career
- institution's source(s) of funding for programs and activities full-time students are enrolled in (e.g., federal, state, local, gifts, etc.)
- number and percentage of students surveyed identifying certain degree(s)/diploma(s)/certificate(s) as the highest award planned
- postsecondary education institution size categories

It may be desirable to have a full-time student count for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified. It may also be desirable to separately identify those students determined to be full-time on the other various bases suggested in this definition (i.e., credit, non-credit, imputed credit, contact hours, etc.)

NOTE: This measure is not the same as the "Full-Time Equivalent Students" [5100] measure

This measure should be linked to the "Student Enrollment - Headcount" [5010], "Part-Time Students" [5070], and "Full-Time Equivalent Students" [5100] measures, and to many of the measures in the Student Access section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

5070
MEASURE NUMBER

MEASURE NAME Part-Time Students

DEFINITION

The (headcount) number of students regardless of student level(s), courses of study, programs, or activities who are enrolled for (i.e., registered for) less than 75 percent of the normal student load required to complete the student's program of study (whether for credit, noncredit, imputed credit, contact hours, etc.) within the normal time to complete a student program, course of study, or activity in a particular reporting unit at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure will include all those students not classified as "Full-Time Students" [5040].

This measure is intended to be an indicator of the number of individuals for whom postsecondary education is probably secondary to some other activity.

For some purposes it may be useful to tabulate or organize these data by:

- reporting unit(s)
- student enrollment--beginning count and --final count
- student load(s)
- student level(s)
- programs, courses of study, or activities enrolled in
- student status
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community education, etc.)
- enrollment status
- student characteristics (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, marital status, etc.)
- geographic origin(s)
- employment status of student upon enrollment (e.g., unemployed, employed, etc.)
- institution's sources of funding for programs and activities part-time students are enrolled in (e.g., federal, state, local, gifts, etc.)
- number and percentage of students surveyed aspiring to a particular

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Student Access; Revenue Analysis

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CODES, CATEGORIES, AND COMMENTS (continued)

type of occupational career
- postsecondary education institution size categories
- occupational workload (e.g., full- or part-time, etc.)
- average tuition and fees charged by academic year, by student level(s), and by present residency status (e.g., "In-State Students" [5150] or "Out-of-State Students" [5170], etc.)

It may be desirable to have the part-time student count for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified. It may also be desirable to identify separately those students determined to be part-time by the other bases suggested in the Part-Time Students definition (e.g., credit, noncredit, imputed credit, contact hours, etc.)

NOTE: It is possible that all public and community service enrollment may be reported here for lack of a defined normal student load.

This measure should be linked to the "Student Enrollment - Headcount" [5010], "Full-Time Students" [5040], and "Full-Time Equivalent Students" [5100] measures and to many of the measures in the Student Access section of the Inventory.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

5100
MEASURE NUMBER

MEASURE NAME

Full-Time Equivalent Students

DEFINITION

A student count calculated by dividing the total number of student load units generated at a particular reporting unit by a standard student load measure for a specified time period (e.g., quarter, semester, academic year, fiscal year, etc.).

CODES, CATEGORIES, AND COMMENTS

Full Time Equivalent (FTE) Student is a student count measure adjusted to reflect student load. An annual average may be appropriate for some institutions.

It is recommended that all noncredit instructional programs, courses of study, and activities, regardless of student level(s) or course level(s), be given imputed values based on appropriate criteria (e.g., Continuing Education Units [CEUs], etc.)

Alternative procedures for computing an FTE student count are:

(1) Total number of student credit hours (contact hours or some other student load units) divided by a fixed student load measure;

(2) Total number of student credit hours (contact hours or some other student load units) divided by the full-time normal student load for the particular program and/or reporting unit; and

(3) Total headcount of full-time students plus 1/3 of the headcount of part-time students (used for Higher Education General Information Survey [HEGIS] reporting).

Alternative (1) is recommended as the standard for reporting and exchange of information. The following factors for computing the number of full-time equivalent undergraduate students are recommended, utilizing alternative (1):

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RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Program Existence and Size; Organization Unit Costs; Program Costs; Operational Funding; Capital Funding; Revenue Analysis; Faculty and Staff Workload

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

A. For semester or trimester computations

1. Undergraduates
   a. 15 credits/semester
   b. 30 credits/academic year
2. Graduates
   a. 12 credits/semester
   b. 24 credits/academic year

B. For quarter computations

1. Undergraduates
   a. 15 credits/quarter
   b. 45 credits/academic year
2. Graduates
   a. 12 credits/quarter
   b. 36 credits/academic year

It is recommended that the number of full-time equivalent first professional students be computed at a particular reporting unit by considering the normal student load and student load unit requirements of each program, course of study, or activity. The method(s) used for computing the number of FTE first professional students should be conspicuously noted by the reporting unit.

For some purposes it may be useful to tabulate or organize these data by:

- student enrollment--beginning count and --final count
- student level(s)
- course level(s)
- programs, courses of study, or activities enrolled in
- types of instruction enrolled in (e.g., general academic, occupational and vocational, special session, community education, etc.)
- time of instruction (e.g., day, evening, combination, etc.)
- student status
- time periods of assessment (e.g., semester, academic year, fiscal year, etc.)
- institution's source(s) of funding for programs, courses of study, and activities FTE students are enrolled in (e.g., federal, state, local gifts, etc.)
- ratios (e.g., total amount of tuition and fees' revenues at the reporting unit/ total number of FTE students at the reporting unit, etc.)
- postsecondary education institution size categories

It may be desirable to have the FTE student count for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified.

NOTE: It may be necessary to use special computational techniques for professional colleges (e.g., hospitals, etc.) to determine student load measures equivalent to those recommended above, in which case the procedures used should be specified.

This measure should be linked to the "Student Enrollment - Headcount [5010], "Full-Time Students" [5040], "Part-Time Students" [5070], "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], "Full Cost per Course Enrollments" [6550], and "Full Cost per Full-Time Equivalent Student" [6570] measures, and to many of the measures in the Student Access section of the Inventory.

National Center for Higher Education Management Systems

5150
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME In-State Students

DEFINITION

The (headcount) number of students who attend a particular postsecondary education institution in the state in which they legally reside at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is often an important factor in admission and tuition and fees determinations, and should not be affected by student load considerations.

For some purposes it may be useful to tabulate or organize these data by:

- locality(ies) of present residency
- geographic origin(s) at first attendance
- student enrollment--beginning count and --final count
- student load(s)
- programs and activities enrolled in
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, socioeconomic status, marital status, etc.)
- student status
- institution's source(s) of funding for programs and activities in-state students are enrolled in (e.g., federal, state, local, gifts, etc.)

It may be desirable to have the count of In-State Students for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified as a part of the total figure(s).

It may also be useful to separate the In-State Students count into the following two categories:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Student Access; Revenue Analysis; Student Aid

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

1. In-District Students: the (headcount) number of students who attend a particular postsecondary education institution within the school or college district of their residence (usually based on taxing considerations), regardless of student load, within a specified time period and

2. Out-of-District Students: the (headcount) number of students attending a particular postsecondary education institution not within the school or college district of their residence, regardless of student load, within a specified time period.

NOTE: Those students who have an out-of-state domicile, but who are registered as in-state students under special provision at the institution may need to be separately identified and tabulated in the "Out-of-State Students" [5170] measure.

This measure should be linked to all the measures in the Enrollment section and to many of the measures in the Student Access section of the Inventory.

5170

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Out-of-State Students

DEFINITION

The (headcount) number of students who attend a particular postsecondary education institution that is outside of the state in which they legally reside at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is often an important factor in admission and tuition and fees determinations, and should not be affected by student load considerations. Foreign students should be included in this category, although for some purposes, separate tabulations of foreign students would be appropriate.

For some purposes it may be useful to tabulate or organize these data by:

- region(s) of present residency
- geographic origin(s) at first attendance
- student enrollment--beginning count and --final count
- student load(s)
- programs and activities enrolled in
- characteristics of students (e.g., age, academic achievement and/or aptitude scores, sex, ethnic status, marital status, socioeconomic status, etc.)
- institution's sources of funding for programs and activities Out-of State Students are enrolled in (e.g., federal, state, local, gifts, etc.)

It may be desirable to have the count of Out-of-State Students for special sessions (e.g., workshops, mini-quarters, intersessions, etc.) separately identified as a part of the total figure(s).

NOTE: Those students who have an out-of-state domicile but who are registered as In-State Students at the institution under special provisions may

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Student Access; Revenue Analysis; Student Aid

SOURCES

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CODES, CATEGORIES AND COMMENTS (continued)

need to be separately identified and tabulated in this measure. Included in this category are students affected by the charge back scheme (an approach utilized almost exclusively by community and junior colleges), interstate arrangements (e.g., WICHE's Student Exchange Program, etc.), and other similar provisions.

This measure should be linked to all the measures in the Enrollment section and to many of the measures in the Student Access section of the Inventory.

FINANCES

The measures in this section deal with revenues and expenditures for the physical and human resources utilized by particular postsecondary education institutions in their programs, courses of study, and other services and activities, expressed in dollar terms.

The measure definitions are taken primarily from the "Report of the Joint Accounting Group" (1974), the "Higher Education Finance Manual" (Collier, 1974), the "Program Classification Structure" (Gulko, 1972), and the "Cost Analysis Manual" (Topping, 1974).

Although this section has measures which cut across all fund groups of a postsecondary education institution, primary emphasis has been concentrated on the current funds group of accounts. The notion of current funds may not be meaningful for nonhigher education institutions and learning centers. Further, those measures which deal with an institution's past expenditure patterns and levels have been focused along functional programmatic lines (see measures 6330-6390). Neither of these approaches is meant to downplay the importance of other aggregation procedures or types of tabulations and organizations of financial data.

To insure compatibility between measures in this section and those in other sections of the Inventory, common accounting procedures and time frames for transactions must be utilized. Data can be compiled on either a "cash basis" or an "accrual basis," but for this section and all other sections of the Inventory, the latter method is recommended. Any deviations from the accrual method should be properly noted. Given the wide range of possible time periods for which data might be collected for the different measures, no recommendation concerning an appropriate time period is made. The time period chosen should be noted in all cases.

Readers interested in more information about the interrelationships among the various measures in this section of the Inventory should refer to the "Higher Education Finance Manual" (Collier, 1974), which discusses the subject in detail. It also recommends a number of standard reporting formats for institutional financial information.

6010
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Assets - All Fund Groups

DEFINITION

The total dollar values (i.e., book and/or market values) of the property of all fund groups to which the right of ownership, possession, and/or legal title have been assumed by a particular institution at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the magnitude and/or size of a particular institution's assets at a specified point in time.

Included in this measure would be such asset items as cash, investments, pledges receivable, accounts receivable, inventories, prepaid expenses and deferred charges, notes receivable, plant and equipment, and interfund borrowings due from (positive amount) and due to (negative amount) other fund groups.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of assets (e.g., cash, inventories, plant and equipment, etc.) by fund groups
- current funds restriction categories
- ratios (e.g., present "Total Assets - All Fund Groups" [6010]/"Total Assets - All Fund Groups" [6010] for some previous point(s) in time, "Total Liabilities All Fund Groups" [6050], for the same point in time, etc.)
- various points in time (e.g., end of quarter, end of fiscal year, etc.)
- sources of funding for assets (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure should be equal to the combined dollar values of the "Total Liabilities - All Fund Groups" [6050] and "Total Fund Balances - All Fund Groups" [6090] measures at the same point in time.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Statewide Organization; Program Existence and Size; Program Priorities; Revenue Analysis

SOURCES

DATE ISSUED January 1975

6050
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Liabilities - All Fund Groups

DEFINITION

The total dollar values (i.e., book and/or market values) of the claims against assets, money owed, and debts on pecuniary obligations (i.e., liabilities) of all fund groups of a particular institution at a specified point in time which require settlement in the future.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the magnitude and/or size of a particular institution's liabilities at a specified point in time.

Included in this measure would be such liability items as accounts payable, accrued expenses, notes payable, bonds payable, mortgages payable, deposits (e.g., student key and dormitory deposits), deferred revenues, contracts payable, and annuities payable.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of liabilities (e.g., accounts payable, mortgages payable, annuities payable, etc.) by fund groups
- ratios (e.g., present "Total Liabilities - All Fund Groups" [6050]/ "Total Liabilities - All Fund Groups" [6050] for some previous point(s) in time, etc.)
- various points in time (e.g., end of quarter, end of fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and the "Total Fund Balances - All Fund Groups" [6090] measure should be equal to the "Total Assets - All Fund Groups" [6010] measure at the same points in time.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Statewide Organization; Program Existence and Size; Program Priorities; Revenue Analysis

SOURCES

DATE ISSUED **January 1975**

STATEWIDE MEASURES INVENTORY

6090
MEASURE NUMBER

MEASURE NAME Total Fund Balances - All Fund Groups

DEFINITION

The total dollar value (i.e., book and/or market values) of the fund balances of all fund groups of a particular institution at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the magnitude and/or size of a particular institution's fund balances at a specified point in time.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of fund balances
- availability of funds (e.g., restriction categories, etc.)
- ratios (e.g., present "Total Fund Balances - All Fund Groups" [6090]/ "Total Fund Balances - All Fund Groups" [6090] for some previous point(s) in time, etc.)
- various points in time (e.g., end of quarter, end of fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and of the "Total Liabilities - All Fund Groups" [6050] should be equal to the "Total Assets - All Fund Groups" [6010] measure at the same points in time.

RELEVANT STATE LEVEL CONCERNS

General Information; Program Existence and Size; Program Priorities; Revenue Analysis

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

6110
MEASURE NUMBER

MEASURE NAME Total Additions - All Fund Groups

DEFINITION

The total dollar value of any additions to institutional resources in any fund groups of a particular institution within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the flow of funds into a particular institution and the potential level of programs and activities to be financed from these funds within a specified time period.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- addition categories
- ratios (e.g., present "Total Additions - All Fund Groups" [6110]/ "Total Additions - All Fund Groups" [6110] for some previous time period(s), etc.)
- total additions to all fund groups
- various time periods (e.g., quarter, fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure should be equal to the combined dollar value of the "Total Deductions - All Fund Groups" [6150] and "Total Net Change in Fund Balances - All Fund Groups" [6190] measures over the same time periods.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Operational Funding; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED **January 1975**

6150
MEASURE NUMBER

MEASURE NAME Total Deductions - All Fund Groups

DEFINITION

The total dollar value of any deductions of institutional resources from any fund groups of a particular institution within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the flow of funds out of a particular institution and the level at which its various programs and activities have been financed from these funds within a specified time period.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- deduction categories
- ratios (e.g., present "Total Deductions - All Fund Groups" [6150]/ "Total Deductions - All Fund Groups" [6150] for some previous time period(s), etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and of the "Total Net Change in Fund Balances - All Fund Groups" [6190] measure should be equal to the "Total Additions - All Fund Groups" [6110] measure.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Operational Funding; Capital Funding

SOURCES

DATE ISSUED January 1975

6190

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Net Change in Fund Balances - All Fund Groups

DEFINITION

The total dollar value of the net changes of the fund balances of all fund groups of a particular institution within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the net change in the flow of funds into or out of the institution over a particular period of time.

For some purposes it may be useful to tabulate or organize these data by:

- fund groups
- types of fund balances
- availability of funds (e.g., restriction categories, etc.)
- ratios (e.g., present "Total Net Change in Fund Balances - All Fund Groups" [6190]/"Total Net Change in Fund Balances - All Fund Groups" [6190] for some previous time period(s), etc.)
- various time periods (e.g., quarter, fiscal year, etc.)
- postsecondary education institution size categories

NOTE: The total dollar value of this measure and of the "Total Deductions - All Fund Groups" [6150] measure should be equal to the "Total Additions - All Fund Groups" [6110] measure over the same time period(s).

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Program Existence and Size; Operational Funding; Capital Funding

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

6210
MEASURE NUMBER

MEASURE NAME Total Current Funds Revenues

DEFINITION

The total dollar amount of all unrestricted funds from gifts and other resources earned during the reporting time period and all restricted funds to the extent that such funds were expended for current postsecondary education program and activity operating purposes from the current funds by a particular institution, within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

Interdepartmental transactions (i.e., transfers) are not to be classified as current funds revenues. Current funds revenues do not include restricted funds of the current funds received but not expended, nor resources which are restricted funds to other fund groups (e.g., loan funds, plant funds, etc.) by persons or agencies outside of a particular institution.

Interdepartmental transactions of internal service departments and storerooms which provide services to the institution (as contrasted with services to students, faculty, and staff) should not be included as revenues, but as offsets of expense in the servicing department. Therefore, the use of a central stores operation or central computer facility by the institution will be an interdepartmental transfer of costs and will not result in additional institutional revenue. However, monies resulting from the sale of products or services to purchasers outside the institution (e.g., the sale of computer time to an outside agency) would be a revenue to the institution.

For some purposes it may be useful to tabulate or organize these data by:

- current funds revenue categories
- restriction categories
- ratios (e.g., "Total Current Funds Revenues" [6210]/"Total Current Funds Expenditures"[6310], present "Total Current Funds Revenues" [6210]/"Total Current Funds Revenues" [6210] for some previous time period(s), etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Organization; Program Existence and Size; Operational Funding; Capital Funding; Revenue Analysis

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CODES, CATEGORIES, AND COMMENTS (continued)

- names of activities for which funds were accepted, earned, or expended
- postsecondary education institution size categories

NOTE: This measure should be linked to the "Total Additions - All Fund Groups" [6110] and "Total Current Funds Expenditures" [6310] measures.

National Center for Higher Education Management Systems

6310
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Total Current Funds Expenditures

DEFINITION

The total dollars expended from the current funds, by a particular institution, omitting only depreciation, to support postsecondary education programs and activities within a specified time period, usually a fiscal year.

CODES, CATEGORIES, AND COMMENTS

Neither mandatory transfers nor nonmandatory transfers out of the current funds tc other fund groups should be considered as current funds expenditures. Current funds expenditures include both restricted funds and unrestricted funds.

Interdepartmental transactions of internal service departments and storeroom gross expenditures should be offset by credits arising from the transfer of costs to the using departments. The difference between gross expenditures and transferred costs should remain in the appropriate expenditure category of the internal service department. For those institutions which currently charge expenditures for support activities such as computing support directly to the operating units responsible for the costs (i.e., chargeback operations), such expenditures will not be reflected in the expenditure categories defined for support activities.

For some purposes it may be useful to tabulate or organize these data by:

- current funds expenditure categories
- programs and activities funded
- objects of expenditure
- organizational unit(s)
- ratios (e.g., "Total Current Funds Revenues" [6210]/"Total Current Funds Expenditures" [6310], "Instruction Expenditures" [6330]/"Full-Time Equivalent Students" [5100], total dollar amount of gifts and grants/"Total Current Funds Expenditures" [6310], etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Statewide Organization; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

- postsecondary education institution size categories
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)

Separate identification and tabulation of capital assets may be useful.

NOTE: This measure should be linked to the "Total Deductions - All Fund Groups" [6150] and "Total Current Funds Revenues" [6210] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6330

MEASURE NUMBER

MEASURE NAME Instruction Expenditures

DEFINITION

The total dollars expended from the current funds for those program elements (e.g., courses, activities, work experiences, etc.) whose outputs may be eligible for credit in meeting specified formal curricular requirements, leading toward a particular postsecondary education degree/diploma/certificate granted by a particular institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure corresponds to the instruction program (1.0) in the PCS (see Program Classification Structure (PCS) categories), and includes expenditures for such program elements as noncredit instruction, research, and public service that are not separately budgeted. Also included are those preparatory, remedial, or developmental activities intended to give students the basic knowledge and skills leading to a postsecondary degree, certificate, or diploma. Community education instructional activities for credit or non-credit are included in this category.

Expenditures for academic administration (e.g., academic deans, departmental chairpersons, etc.) should be classified as a part of the "Academic Support Expenditures" [6360] measure.

For some purposes it may be useful to tabulate or organize these data by:

- -types of instructional emphasis (e.g., general academic, occupational and vocational, etc.)
- -programs and activities
- -ratios (e.g., "Instruction Expenditures" [6330]/"Full-Time Equivalent Students" [5100], etc.)
- -units received for dollars expended (e.g., number of faculty, etc.)
- -participants served for various time periods
- -objects of expenditure
- -budgeted or organizational units
- -region(s)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)
- outcomes of educational activities

Separate identification and tabulation of capital equipment expenditures may be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

National Center for Higher Education Management Systems

6340

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Research Expenditures

DEFINITION

The total dollars expended from the current funds for program elements (e.g., projects, activities, work experiences, etc.) that have been specifically organized to produce research outcomes commissioned by an agency either external to a particular institution or authorized by an organizational unit in the institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the research program (2.0) in the PCS (see Program Classification Structure (PCS) categories) includes only those internally supported expenditures specifically budgeted for research through institutes or research centers and individual or project research. It will not in general contain all outside business, agency, etc. sponsored programs (e.g., it would exclude most sponsored training and public service program elements). Nor would it be composed exclusively of outside business, agency etc. sponsored research, since some internally supported research programs and activities might also be included in this measure.

For some purposes it may be useful to tabulate or organize these data by:

-types of emphasis (e.g., basic or applied, etc.)
-names of projects and activities
-ratios (e.g., "Research Expenditures" [6340]/"Total Current Funds Expenditures" [6310], etc.)
-units received for dollars expended (e.g., number of instruction/research employees, etc.)
-objects of expenditure
-budgeted or organizational units (e.g., institutes, research centers, individual projects, etc.)
-region(s)
-sources of funding for programs and activities (e.g., federal, state, gifts, etc.)
-outcomes of educational activities

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RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

Separate identification and tabulation of capital equipment expenditures may be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

6350
MEASURE NUMBER

MEASURE NAME Public Service Expenditures

DEFINITION

The total dollars expended from the current funds for program elements which are established to make available to the public the various resources and capabilities of a particular institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the public service program (3.0) in the PCS (see Program Classification Structure (PCS) categories), includes expenditures for such activities as seminars, consultations, reference bureaus, and cooperative extension services, public broadcasting services, and patient services.

For some purposes it may be useful to tabulate or organize these data by:

- types of public service activities (e.g., community service, cooperative extension service, etc.)
- programs and activities
- ratios (e.g., "Public Service Expenditures" [6350]/total number of participants in public service activities, etc.)
- participants served for various time periods
- objects of expenditure
- attributes of programs and activities (e.g., for credit, noncredit, etc.)
- region(s)
- sources of funding for programs and activities (e.g., participant fees, federal, state, gifts, etc.)
- outcomes of educational activities

Separate identification and tabulation of capital equipment expenditures may be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

6360

MEASURE NUMBER

MEASURE NAME Academic Support Expenditures

DEFINITION

The total dollars expended from the current funds for all program elements carried out primarily to provide support services that are an integral part of the operations of instruction, research, and public service programs at a particular institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the academic support program (4.0) in the PCS, (see Program Classification Structure (PCS) categories), includes expenditures for such activities as: libraries; museums and galleries; audio/visual services; computing support for instruction, research and public service programs; ancillary support; academic administration; future course and curriculum development; and academic personnel development.

For reporting purposes in this and other measures, the gross expenditures of a particular institution's internal service departments (i.e., interdepartmental transactions) should be reduced by credits arising from the transfer of costs to the using departments. The difference between gross expenditures and transferred costs should remain in the appropriate expenditure category of the internal service department. For those institutions which currently charge expenditures for support activities (e.g., computing support, etc.) directly to the operating units responsible for the costs (i.e., chargeback operations), such expenditures will not be reflected in the expenditure categories defined for academic support activities.

For some purposes it may be useful to tabulate or organize these data by:

- names of programs and activities
- ratios (e.g., total dollars expended for the library/"Full-Time Equivalent Students" [5100], total dollars expended for library volumes/total number of library volumes purchased in the last fiscal year, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

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CODES, CATEGORIES, AND COMMENTS (continued)

- units received for dollars expended (e.g., number of specialist/support employees, etc.)
- academic support costs allocated to instruction, research, and public service programs in full costs computations
- objects of expenditure
- budgeted or organizational units
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)

° Separate identification and tabulation of capital equipment expenditures may be useful.

NOTE: Those activities that are presently being charged back should be identified; and the dollar amounts involved, in addition to being included in one or more of the Finances section measures, should be separately identified.

This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

National Center for Higher Education Management Systems

6370

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Student Services Expenditures

DEFINITION

The total dollars expended from the current funds for all program elements whose primary purpose is to contribute to the students' emotional and physical well-being and to their intellectual, vocational, cultural, and social development outside the context of the formal instruction program at a particular institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the student services program (5.0) in the PCS (See Program Classification Structures (PCS) categories), includes expenditures for such activities as: student services administration, social and cultural development (outside the degree program), counseling and career guidance, financial aid administration, student auxiliary services (e.g., student housing, health and other convenience services, etc.), and intercollegiate athletics.

Those services generally called auxiliary enterprises are included in the student support subprogram.

For some purposes it may be useful to tabulate or organize these data by:

- names of programs and activities
- ratios (e.g., "Student Services Expenditures" [6370]/"Student Enrollment - Headcount" [5010], total dollars expended on financial aid administration/"Full-Time Equivalent Students" [5100], etc.)
- units received for dollars expended (e.g., number of specialist/support employees, etc.)
- student services costs allocated to instruction, research, and public service programs in full costs computations.
- objects of expenditure
- budgeted or organizational units (e.g., placement, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

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CODES, CATEGORIES AND COMMENTS (continued)

- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)
- outcomes of educational activities

Separate identification and tabulation of capital equipment expenditures may be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

STATEWIDE MEASURES INVENTORY

6380
MEASURE NUMBER

MEASURE NAME Institutional Support Expenditures

DEFINITION

The total dollars expended from the current funds for all program elements whose primary purpose is to maintain the organizational effectiveness and continuity of a particular institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the institutional support program (6.0) in the PCS (see Program Classification Structure (PCS) categories), includes expenditures for such activities as: executive management (e.g., governing board, institutional planning, legal operations, president's office, etc.), fiscal operations, general administrative services, logistical services (e.g., purchasing, transportation, printing, campus security, etc.), faculty and staff auxiliary services, public relations and development, and student recruitment, admissions, and records.

Operation and maintenance of plant are included in the logistical services and physical plant operations subprograms.

For some purposes it may be useful to tabulate or organize these data by:

- names of programs and activities
- ratios (e.g., "Institutional Support Expenditures" [6380]/"Total Current Funds Expenditures" [6310], total physical plant operation expenditures/total gross square feet [GSF] or assignable square feet [ASF] available for utilization, total dollars expended on community relations/"Full-Time Equivalent Students" [5100], etc.)
- units received for dollars expended (e.g., number of specialist/support employees, etc.)
- institutional support costs allocated to instruction, research, and public service programs in full costs computations
- objects of expenditure

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

- budgeted or organizational units (e.g., executive management, fiscal operations, etc.)
- sources of funding for programs and activities (e.g., federal, state, gifts, etc.)

Separate identification and tabulation of capital equipment expenditures may be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

STATEWIDE MEASURES INVENTORY

6390
MEASURE NUMBER

MEASURE NAME Independent Operations Expenditures

DEFINITION

The total dollars expended from the current funds for all operations which are independent of, or unrelated to, the primary missions of a particular institution (i.e., instruction, research, and public service), although they may contribute indirectly to the enhancement of these programs, within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

This measure, which corresponds to the independent operations program (7.0) in the PCS (see Program Classification Structure (PCS) categories), includes the expenditures of the twenty-one federally funded research laboratories (e.g., Los Alamos Scientific Laboratory, Jet Propulsion Laboratory, etc.), operation of commercial rental property for income, and other operations not considered an integral part of the educational or auxiliary enterprise operations of a particular institution.

For some purposes it may be useful to tabulate or organize these data by:

- names of projects and activities
- ratios (e.g., "Independent Operations Expenditures" [6390]/"Total Current Funds Expenditures" [6310], etc.)
- types of independent operations (e.g., institutional operations, outside agencies, etc.)
- objects of expenditure

Separate identification and tabulation of capital asset expenditures may be useful.

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

RELEVANT STATE LEVEL CONCERNS

Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Compensation

SOURCES

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National Center for Higher Education Management Systems

6410
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Scholarship and Fellowship Expenditures

DEFINITION

The total dollars expended from the current funds given to individuals enrolled in formal course work (whether for credit or not) in the form of outright grants and trainee stipends, at a particular institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

Scholarships include outright grants in aid, trainee stipends, tuition/fee waivers, off-campus work study, and prizes to undergraduate students. Fellowships include outright grants in aid, trainee stipends, and prizes to graduate students.

The criteria to be used in determining which monies to include in this measure are the following:

1) The monies must represent expenditures of the current funds group;
2) The institution must have fiscal control of the funds used to make the grant;
3) Recipients should not be formally required to render service to the institution as consideration for the grant, nor should they be expected to repay the amount of the grant to the funding source; and
4) The institution must have selected the recipient of the grant. (This would exclude federal Basic Educational Opportunity Grants, which are a part of the agency funds group of accounts and would be reported in the "Financial Aid - Total" [2250] measure.)

To ascertain the data for this measure, constructive determinations may be necessary for those grants whose dollar values are not readily available (e.g., owing to their initially being waived by the institution, etc.). The method(s) used in efforts to ascertain these dollars accurately should be specified.

For some purposes it may be useful to tabulate or organize these data by:

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

State Level Objectives; Institutional Role and Scope; Statewide Coordination; Program Existence and Size; Student Access; Organizational Unit Impacts; Operational Funding; Revenue Analysis; Student Aid

SOURCES

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CODES, CATEGORIES AND COMMENTS (continued)

- categories and dollar amounts of scholarships and fellowships awarded (e.g., music scholarships, educational opportunity grants, etc.)
- reasons and bases for scholarships and fellowships (e.g., need, achievement, special purpose, etc.)
- ratios (e.g., "Scholarship and Fellowship Expenditures" [6410]/total student loads of recipients, "Scholarship and Fellowship Expenditures" [6410]/total number of recipients, total number of recipients/total number of applications, etc.)
- student level(s) of recipients
- characteristics of recipients(e.g., age, ethnic status, sex, socio-economic status, academic achievement and/or aptitude scores, etc.)
- geographic origin(s) of recipients
- recipients' program(s) and courses of study
- sources of funding for scholarship and fellowship expenditures (e.g., federal, state, institution, gifts, etc.)

NOTE: This measure should be linked to the "Financial Aid - Total" [2250] and "Total Current Funds Expenditures" [6310] measures.

6430
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Capital Asset Expenditures

DEFINITION

The total dollars expended from all fund groups (e.g., current funds and plant funds) for land, improvements to land, buildings, additions to buildings, and capital equipment at a particular institution within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

The delineation of capital asset expenditures is generally determined by institutional policies and practices. In some cases the criteria that must be considered and applied have been prescribed by state or federal rules or regulations. In general, the criteria for considering something a capital asset depends upon the relative significance of the amount expended and/or useful life of the asset acquired. In the case of repairs or alterations, the extent to which useful life had been increased would be paramount.

For some purposes it may be useful to tabulate or organize these data by:

- categories of capital assets (e.g., land, capital equipment, etc.)
- fund groups
- programs and activities benefited by the capital assets
- purpose of expenditure (e.g., replacements, expansion of present programs and activities, new programs and activities, etc.)
- organizational units
- ratios (e.g., "Capital Asset Expenditures" [6430]/"Total Current Funds Expenditures" [6310], etc.)
- restriction categories
- sources of funding for capital asset expenditures (e.g., federal, state, gifts, etc.)

NOTE: It is recommended that the "Cost Analysis Manual" (Topping, 1974) and the "Higher Education Finance Manual" (Collier, 1974) be consulted and utilized for further clarification.

RELEVANT STATE LEVEL CONCERNS

Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Capital Funding

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

6450
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Compensation Expenditures

DEFINITION

The total dollars expended from the current funds group for direct or indirect compensation to all employees of a particular reporting unit within a specified time period, regardless of source of funding.

CODES, CATEGORIES, AND COMMENTS

Of primary importance will be average compensation levels paid to a defined group of employees (e.g., faculty, librarians, counselors, etc.)

For some purposes it may be useful to tabulate or organize these data by:

- ratios (e.g., "Compensation Expenditures" [6450]/"Full-Time Equivalent Staff" [7100], "Compensation Expenditures" [6450] for a defined group of employees/total service months employed for the same defined group of employees, "Compensation Expenditures" [6450]/"Staff-Headcount" [7010] for various time periods, etc.)
- compensation levels by manpower resource categories, faculty ranks, and/or tenure status
- programs and activities working for or worked at
- occupational workload (e.g., full- or part-time, etc.)
- organizational units
- employment status (e.g., employed, contributed [i.e., donated] services, etc.)
- lengths of service (i.e., longevity of employment)
- sources of funding for compensation (e.g., federal, state, gifts, etc.)
- exempt employees and/or nonexempt employees.
- characteristics of employees (e.g., sex, ethnic status, age, etc.)

NOTE: This measure should be linked to the "Total Current Funds Expenditures" [6310] measure.

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

6510

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full Cost per Semester Credits

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total semester credits or semester credit equivalents generated by those instructional activities at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing semester credits and semester credit equivalents at a particular reporting unit from the current funds and the capital asset expenditures of the plant funds.

For some purposes it may be useful to tabulate or organize these data by:

- cost categories (i.e., direct costs, capital costs, support costs)
- subject matter areas by course level(s)
- programs, courses of study, and activities
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure
- various time periods (e.g., quarter, academic year, fiscal year, etc.)
- sources of funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "IEP Cost Study Procedures Manual" (Johnson and Huff, 1975), "Cost Analysis Manual" (Topping, March 1974), "Higher Education Finance Manual" (Collier, 1974) and "Report of the Joint Accounting Group" (1974) documents.

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RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: More accurate interinstitutional comparisons would be possible if adjustments could be made for differences in costs of identical goods and services for different institutions. Local cost of living indices might serve the purpose if available.

This measure should be linked to the "Total Current Funds Expenditures" [6310], "Full Cost per Contact Hours" [6530], "Full Cost per Course Enrollments" [6550], and "Full Cost per Full-Time Equivalent Student" [6570] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6530	MEASURE NUMBER

MEASURE NAME Full Cost per Contact Hours

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total student contact hours generated by those instructional activities at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing student contact hours at a particular reporting unit from the current funds and the capital asset expenditures of the plant funds.

For some purposes it may be useful to tabulate or organize these data by:

- cost categories (i.e., direct costs, capital costs, support costs)
- subject matter areas by course level(s)
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure
- various time periods (e.g., quarter, academic year, fiscal year, etc.)
- sources of funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "IEP Cost Study Procedures Manual" (Johnson and Huff, 1975), "Cost Analysis Manual" (Topping, 1974), "Higher Education Finance Manual" (Collier, 1974), and "Report of the Joint Accounting Group" (1974) documents.

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RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED **January 1975**

6530

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: It may be difficult to compute the number of contact hours for other than regularly scheduled classes (e.g., readings, conferences, thesis supervision, etc.). The method(s) used for such computations should be specified.

This measure should be linked to the "Total Current Funds Expenditures" [6310], "Full Cost per Semester Credits" [6510], "Full Cost per Course Enrollments" [6550], and "Full Cost per Full-Time Equivalent Student" [6570] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

6550

MEASURE NUMBER

MEASURE NAME Full Cost per Course Enrollments

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total course enrollments in those instructional activities at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing the total course enrollment at a particular reporting unit from the current funds and the capital asset expenditures of the plant funds.

For some purposes it may be useful to tabulate or organize these data by:

- cost categories (i.e., direct costs, capital costs, support costs)
- subject matter areas by course level(s)
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure
- various time periods (e.g., quarter, academic year, fiscal year, etc.)
- sources of funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "IEP Cost Study Procedures Manual" (Johnson and Huff, 1975), "Cost Analysis Manual" (Topping, 1974), "Higher Education Finance Manual" (Collier, 1974), and "Report of the Joint Accounting Group" (1974) documents.

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RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED January 1975

6550

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: This measure may be more meaningful in the context of postsecondary education than in the context of traditional higher education.

This measure should be linked to the "Total Current Funds Expenditures" [6310], "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], and "Full Cost per Full-Time Equivalent Student" [6570] measures.

National Center for Higher Education Management Systems

6570

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full Cost per Full-Time Equivalent Student

DEFINITION

The sum of direct costs, capital costs, and allocated support costs assigned to a set of instructional activities divided by the total number of full-time equivalent students engaged in those instructional activities at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is aimed at providing data on the full costs involved in producing semester credits and semester credit equivalents at a particular reporting unit from the current funds and the capital asset expenditures of the plant funds. It is aimed at providing cost data across the reporting unit's programs and activities using a fixed standard (see the "Full-Time Equivalent Students" [5100] measure in the Enrollments section). This measure might also be viewed as an alternative to the "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], and "Full Cost per Course Enrollments" [6550] measures.

This measure has been included to provide a ready exchange standard for broadly describing the relationship between full-time equivalent students and the current funds financial resources used to support postsecondary education programs and activities at a particular reporting unit within a specified time period.

For some purposes it may be useful to tabulate or organize these data by:

- subject matter areas by course level(s)
- programs, courses of study, and activities
- student level(s)
- organizational units
- locations of offerings (e.g., on-campus, off-campus, etc.)
- objects of expenditure
- various time periods (e.g., quarter, academic year, fiscal year, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Program Priorities; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

- sources of funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

To develop the data for this measure it will be necessary to be familiar with the costing procedures and general accounting information discussed in the "IEP Cost Study Procedures Manual" (Johnson and Huff, 1975), "Cost Analysis Manual" (Topping, 1974) "Higher Education Finance Manual" (Collier, 1974), and "Report of the Joint Accounting Group" (1974) documents.

NOTE: This measure should be linked to the "Full-Time Equivalent Students" [5100], "Total Current Funds Expenditures" [6310], "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], and "Full Cost per Course Enrollments" [6550] measures.

STAFF

The measures of this section are intended to provide data about staff members of the various postsecondary education reporting units in a state.

Standard manpower resource categories and definitions have been referenced and should be utilized in the collection of data for the measures whenever possible and appropriate. If a state or postsecondary education reporting unit chooses to develop and/or utilize distinctions other than those referenced, this should be noted, and pertinent definitions should accompany the measures so affected.

National Center for Higher Education Management Systems

7010

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Staff - Headcount

DEFINITION

The unduplicated count of the number of individuals employed at a particular reporting unit at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure is to include data about those individuals employed by and/or contributing their services to a particular reporting unit. The individuals need not be compensated for their services, although they usually will be.

For some purposes it may be useful to tabulate or organize these data by:

- manpower resource categories and/or faculty ranks
- exempt and/or nonexempt employees
- programs and activities working for or worked at
- employment status (e.g., employed, contributed services, etc.)
- occupational workload (e.g., full- or part-time, number of hours actually worked, etc.)
- average compensation levels
- ratios (e.g., "Staff Headcount" [7010]/"Student Enrollment - Headcount" [5010] at and over various time periods, amount of time spent in research and art producing activities/total amount of time spent at work by manpower resource categories and/or faculty ranks, total number of service months/"Staff - Headcount" [7010], etc.)
- sources of funding for programs and activities working for or worked at (e.g., federal, state, gifts, etc.)
- characteristics of staff (e.g., age, sex, ethnic status, etc.)
- lengths of service (i.e., longevity of employment)
- educational background
- tenure status

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Operational Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED January 1975

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: Separate tabulations should be developed for those employees who contribute their services and are not considered as employed by the reporting unit.

This measure should be linked to the "Full-Time Staff" [7040], "Part-Time Staff" [7070], "Full-Time Equivalent Staff" [7100], and "Staff Activity Workload - Average" [/130] measures.

National Center for Higher Education Management Systems

7040

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Full-Time Staff

DEFINITION

The (headcount) number of staff who are employed under a regular full-time contract/appointment/agreement at a particular reporting unit, or its designated agent, at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

Any staff member working or operating the customary full-time designated number of hours, or performing specific activities within a given time period, should be considered as a full-time employee.

It is the contract/appointment/agreement that determines whether an employee is full-time, not the term or period of employment. For example, if a new full-time position is created but the position has only been in existence for three months at the time of the report, the position should still be considered full-time and the employee counted as full-time. Likewise, temporary full-time employees should be included in the Full-Time Staff count.

Individuals who are on sabbatical leave should be included in the full-time count if that was the status of their employment prior to their sabbatical.

For some purposes it may be useful to tabulate or organize these data by:

- manpower resource categories, and/or faculty ranks
- exempt and/or nonexempt employees
- programs and activities working for or worked at
- average compensation levels
- characteristics of staff (e.g., ethnic status, sex, age, etc.)
- lengths of service (i.e., longevity of employment)
- ratios (e.g., amount of time spent in research and art producing activities/total amount of time spent at work by manpower resource categories and/or faculty ranks, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED **January 1975**

7040

MEASURE NUMBER

CODES, CATEGORIES, AND COMMENTS (continued)

- tenure status

NOTE: This measure should be linked to the "Staff - Headcount" [7010], "Part-Time Staff" [7070], and "Full-Time Equivalent Staff" [7100] measures.

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 7070

MEASURE NAME Part-Time Staff

DEFINITION

The (headcount) number of staff employed at a particular reporting unit or its designated agent, who are not under a regular full-time contract/appointment/agreement at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

Any staff member working or operating at less than the customary full-time designated number of hours or performing fewer specific activities within a given time period should be considered as a part-time employee.

Those personnel who are employed under a regular full-time contract/appointment/agreement, but who for some time period have fewer obligations and responsibilities (as determined by a particular reporting unit) than in their initial contract/appointment/agreement, should be included in this category. Likewise, temporary part-time employees should be included in the Part-Time Staff count.

Individuals who are on sabbatical leave should be included in the part-time count if that was the status of their employment prior to their sabbatical.

For some purposes it may be useful to tabulate or organize these data by:

- manpower resource categories and/or faculty ranks
- exempt and/or nonexempt employees
- program activities working for or worked at
- average compensation levels
- characteristics of staff (e.g., age, sex, ethnic status, etc.)
- lengths of service (i.e., longevity of employment)
- educational background
- ratios (e.g., amount of time spent in research and art producing activities/total amount of time spent at work by manpower resource categories and/or faculty ranks, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

- tenure status

NOTE: This measure should be linked to the "Staff - Headcount" [7010], "Full-Time Staff" [7040], and "Full-Time Equivalent Staff" [7100] measures.

National Center for Higher Education Management Systems

7100
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME

Full-Time Equivalent Staff

DEFINITION

A staff count calculated by dividing the total number of occupational workload units (e.g., hours, courses and/or activities taught, etc.) generated at a particular reporting unit by a standard occupational workload measure within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure provides a means for normalizing full-time, part-time, split, or joint appointments to a standard occupational workload count. The normalization can be done in several ways. It is recommended that, when salaries for part-time, split, or joint appointments are determined as a fraction of the full-time salary, the FTE staff count be the same as the salary fraction or percentage stated in the contract or agreement. For hourly employees it is recommended that some fixed number of occupational workload (e.g., 40-hour work week) be used as the standard full-time work week, and that the FTE staff count be computed as the fraction of the standardized work week.

It is also possible to compute the number of FTE staff by summing all the "Full-Time Staff" [7040], plus 1/3 of the "Part-Time Staff" [7070]. It may or may not yield comparable data for different reporting units because it depends on the occupational workloads of part-time, split, or joint appointment staff.

For some purposes it may be useful to tabulate or organize these data by:

- manpower resource categories and/or faculty ranks
- exempt and/or nonexempt employees
- programs and activities working for or worked at in a service month
- ratios (e.g., "Full-Time Equivalent Staff" [7100]/"Full-Time Equivalent Students" [5100], amount of time spent in research and art producing activities/total amount of time spent at work by manpower resource categories and/or faculty ranks, etc.)
- employment status (e.g., employed, contributed services, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Organizational Unit Costs; Program Costs; Organizational Unit Impacts; Program Impacts; Operational Funding; Capital Funding; Faculty and Staff Workload; Faculty and Staff Compensation

SOURCES

DATE ISSUED

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CODES, CATEGORIES, AND COMMENTS (continued)

- occupational workload (e.g., full- or part-time, etc.)
- outcomes of educational activities
- postsecondary education institution size categories

NOTE: This measure should be linked to the "Staff - Headcount" [7010], "Full-Time Staff" [7040], and "Part-Time Staff" [7070] measures.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

7130
MEASURE NUMBER

MEASURE NAME Staff Activity Workload - Average

DEFINITION

"Full-Time Equivalent Staff" [7100] divided into the total number of hours spent by them in various employment activities at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure has been included to provide a means of collecting information about the time staff devotes to various activities, and to provide an indicator of the overall utilization of human resources within a particular reporting unit.

This measure is to include data about those individuals employed and/or contributing their services to the reporting unit. The individuals need not be reimbursed for their services, although they usually will be.

For some purposes it may be useful to tabulate or organize these data by:

- manpower resource categories
- occupational workload (e.g., full- or part-time, etc.)
- programs and activities working for or worked at
- faculty activity categories
- attributes of staff (e.g., tenure status, exempt employees or non-exempt employees, lengths of service, faculty rank(s), etc.)
- various time periods (e.g., quarter, semester, academic year, etc.)
- outcomes of educational activities
- employment status (e.g., employed, contributed services, etc.)
- source(s) of funding for programs and activities working for or worked at (e.g., federal, state, gifts, etc.)

NOTE: Although this measure recommends using hours as the measurement unit for staff activities, the reporting unit should be aware that there is

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RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Operational Funding; Faculty and Staff Workload

SOURCES

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7130

MEASURE NUMBER

CODES, CATEGORIES AND COMMENTS (continued)

considerable controversy as to whether hours are preferable to percentages (see "Faculty Activity Analysis: Procedures Manual," [Manning and Romney, 1973]). This document recommends that in the context of postsecondary education hours be used as they will provide a more uniform measurement unit and have a broader range of applications.

In developing the "Full-Time Equivalent Staff" [7100] and number of hours figures, it may be necessary to calculate weighted averages to approximately reflect changes that have occurred within the time period under consideration.

Separate tabulations should be developed for those employees who contribute their services and are not considered as employed by the reporting unit.

This measure should be linked to the "Full-Time Equivalent Staff" [7100] measure.

STATEWIDE MEASURES INVENTORY

7210
MEASURE NUMBER

MEASURE NAME Student - Faculty Ratio

DEFINITION

"Full-Time Equivalent Students" [5100] divided by the number of full-time equivalent faculty at a particular reporting unit within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the relationship between faculty resources and the students enrolled or participating in various instructional efforts.

Student-faculty ratios can be computed in several other ways:

1) "Full-Time Equivalent Students" [5100] divided by the number of full-time equivalent faculty assigned to a particular group of programs, courses of study, or activities at the reporting unit;

2) "Student Enrollment - Headcount" [5010] divided by the number of headcount faculty at the reporting unit; or

3) "Student Enrollment - Headcount" [5010] divided by the number of headcount faculty assigned to a particular group of programs, courses of study, or activities at the reporting unit.

For some purposes it may be useful to tabulate or organize these data by:

- organizational unit(s) to which faculty have been assigned
- course level(s) (special computational techniques may be required)
- postsecondary education institution size categories
- faculty ranks
- tenure status
- methods of instruction (e.g., lecture, independent study, etc.)

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RELEVANT STATE LEVEL CONCERNS

Statewide Organization; Statewide Coordination; Program Existence and Size; Organizational Unit Costs; Program Costs; Operational Funding; Faculty and Staff Workload

SOURCES

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CODES, CATEGORIES, AND COMMENTS *(continued)*

- programs, courses of study, or activities students are enrolled in and faculty assigned to
- time periods for which ratios are to be computed (e.g., quarter, semester, fiscal year, etc.)
- times of offering(s) (e.g., day, evening, combination, etc.)
- locations of offerings (e.g., on-campus, off-campus, etc.)

NOTE: If any of the alternate computational technique(s) are used this should be noted.

This measure should be linked to the "Student Enrollment - Headcount" [5010], "Full-Time Equivalent Students" [5100], "Staff-Headcount" [7010], and "Full-Time Equivalent Staff" [7100] measures.

FACILITIES

The measures included in this section are to provide state-level planners with information that will assist them in evaluating the interaction of scheduling, utilization, and program size with the operating programs and activities on the various types of space at reporting units. The primary intent of this section is for examining existing instructional classroom and laboratory space, but the measures can also be utilized for assessing library, office, auditorium, and other kinds of space as well. Further, most of the measures in this section are also applicable for use when additional land acquisition, development, new construction, land remodeling or rehabilitation issues are being considered.

The additional definitions and conventions presented in the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) Appendices 4.1, 4.2, 4.21, and 4.52 are recommended for use by state-level planners and decision makers whenever pertinent.

Other types of information gathering indices are suggested by the "Higher Education Facilities Planning and Management Manuals" (H. L. Dahnke, et al., 1971). Some of these have been included in this Inventory, but others presently excluded may be appropriate for some issues.

Only formally scheduled facility usage and activities are to be included in the data for the measures of this section. It may be desirable, on some occasions, to have informally scheduled facility usage and activity data (e.g., average imputed station occupancy ratio [AvISOR], average imputed room utilization rate [AvIRUR], etc.), in which case these latter data should be reported separately from the measures of this section.

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 8010

MEASURE NAME Land Area

DEFINITION

The total land surface owned, rented, leased, or otherwise under the control of a particular reporting unit, at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

It is recommended that land area be measured in acres, to hundredths. The total acreage figure should include all lands whether or not they are in current use.

For interinstitutional comparisons, income property and other land not directly related to campus activities should be tabulated separately.

For some purposes it may be useful to tabulate or organize these data by:

- present uses (e.g., playing fields, parking lots, occupied by buildings, farm land, etc.)
- stage(s) of development (e.g., improved, unimproved, etc.)
- ownership
- distance from main reporting unit's central offices (e.g., blocks, miles, etc.)
- postsecondary education institution size categories

It is expected that for capital construction review purposes, additional information may be required on such items as buildable land acreage, zoning, general soil conditions, proximity to utilities, site preparation costs, proximity of public transportation, etc.

RELEVANT STATE LEVEL CONCERNS

General Information; Institutional Role and Scope; Statewide Organization; Operational Funding; Capital Funding

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

8030

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Gross Area

DEFINITION

The total area of buildings included within the boundaries of a particular reporting unit, at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

For a building, the gross area is equal to the sum of the floor areas of the building included within the outside faces of exterior walls for all stories or areas that have floor surfaces.

Gross area is equal to the sum of all assignable and nonassignable areas. It should be the sum of the floor areas in buildings including basements and mezzanines. Gross area of buildings generally excludes covered walkways, open roofed-over areas that are paved, porches, and similar spaces.

Gross area is generally measured in square feet to the nearest square foot. The acronym GSF (i.e., gross square feet) is often used to designate gross area.

For some purposes it may be useful to tabulate or organize these data by:

- types of area (e.g., assignable area, nonassignable area, etc.)
- programs and activities using the areas
- ratios (e.g., total available GSF/total number of "Full-Time Equivalent Students" [5100] or "Full-Time Equivalent Staff" [7100], total ASF/total GSF by various room use categories, total GSF to be cleaned/total FTE custodians, etc.)
- condition of facility
- functional suitability of facility
- ownership
- sources of capital funding (e.g., federal, state, gifts, etc.)

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

General Information; Statewide Organization; Statewide Coordination; Program Existence and Size; Program Location; Operational Funding; Capital Funding

SOURCES

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CODES, CATEGORIES AND COMMENTS (continued)

- postsecondary education institution size categories

NOTE: It is recommended that the more detailed distinctions suggested in the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) be consulted and utilized when appropriate.

8050

MEASURE NUMBER

MEASURE NAME Assignable Area

DEFINITION

The total area on all floors of a building at a particular reporting unit assigned to, or available for assignment to, an occupant; including every type of space functionally usable by an occupant, at a specified point in time. This excludes areas used to support the operation of a building (i.e., "Nonassignable Area" [8070]).

CODES, CATEGORIES, AND COMMENTS

Assignable area is generally measured in square feet. The acronym ASF (i.e., assignable square feet) is often used to designate assignable area.

To determine the amount of assignable area, measurement should be taken from the inside face of exterior walls and inside face(s) of interior partitions and walls. All "Nonassignable Area(s)" [8070] should be excluded from this total.

For some purposes it may be useful to tabulate or organize these data by:

- programs and activities using the area
- room use categories
- ASF available for the various room use categories and/or station types
- ASF available for the various manpower resource categories
- ratios (e.g., total ASF to be cleaned/total FTE custodians, total ASF/total "Full-Time Equivalent Students" [5100], etc.)
- ownership
- sources of capital funding (e.g., federal, state, gifts, etc.)
- postsecondary education institution size categories

NOTE: It is recommended that the more detailed distinctions of assignable area suggested in the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) be utilized, and that the "Higher Education Facilities Planning and Management Manuals" (H. L. Dahnke, et al., 1971) be consulted.

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Program Demand; Program Existence and Size; Capital Funding

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

8070

MEASURE NUMBER

MEASURE NAME Nonassignable Area

DEFINITION

The total area on all floors of a building at a particular reporting unit that is not available for assignment to building occupants, but that is necessary for the general operation of the building, at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

By definition, nonassignable area consists exclusively of the following categories: circulation (e.g., corridors, stairways, etc.), custodial (e.g., trashrooms, custodial supply rooms, etc.), mechanical (e.g., air-duct shafts, boiler rooms, etc.), and structural areas (e.g., fire walls, exterior walls, etc.).

Nonassignable area is generally measured in square footage to the nearest square foot. The acronym NASF (i.e., nonassignable square feet) is often used to designate nonassignable area.

For some purposes it may be useful to tabulate or organize these data by:

- categories of nonassignable area (e.g., mechanical, custodial, etc.)
- ratios (e.g., total "Nonassignable Area" [8070]/total GSF by room use categories, total "Nonassignable Area" [8070]/total number of stations and by station types, etc.)
- postsecondary education institution size categories

NOTE: It is recommended that the more detailed distinctions of nonassignable. areas suggested in the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) be consulted and utilized when appropriate.

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Capital Funding

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

8110

MEASURE NUMBER

MEASURE NAME Enrollment Capacity

DEFINITION

The number of students and other participants that can be accommodated in programs, courses of study, and activities of a particular reporting unit, at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

This measure recognizes that factors other than facilities may limit an institution's capacities for student enrollment (e.g., the size of the faculty, etc.)

Determination of this number will require consideration and analysis of such things as the projected resources (e.g., financial, staff, facilities, etc), program rationale, method of instruction, and objectives of a particular reporting unit. Further, based upon various assumptions, as different combinations of these characteristics are possible, it can be expected that a range of capacities may exist.

For some purposes it may be useful to tabulate or organize these data by:

- various time periods (e.g., day count, evening count, combination of the two, etc.)
- present and/or projected student levels
- ratios (e.g., present number of students and other participants/ "Enrollment Capacity" [8110] for the institution and/or by various programs, courses of study, and activities, etc.)
- programs, courses of study, and activities

NOTE: The determination of suitable criteria to be utilized to determine the enrollment capacity of the institution will need to be defined by the appropriate individuals and/or agencies within each state.

This measure is more inclusive than "Design Capacity" [8140], but the two should be linked if possible.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Statewide Coorination; Program Existence and Size; Student Access

SOURCES

DATE ISSUED **January 1975**

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 8140

MEASURE NAME Design Capacity

DEFINITION

The total number of stations which all of the rooms of a building or physical facility at a particular reporting unit are designed to accommodate when used in the manner currently intended, at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

For some purposes it may be useful to tabulate or organize these data by:

- various time periods (e.g., day count, evening count, combination of the two, etc.)
- room use categories and station types (e.g., residential facilities-beds, etc.)
- types of occupants or users to be accommodated (e.g., students, staff, etc.)
- ratios (e.g., actual use/design capacity by room use categories, etc.)
- programs, courses of study, and activities to be accommodated
- condition of facilities by room use categories
- names and locations of buildings or physical facilities

NOTE: This measures should be linked to the "Enrollment Capacity" [8110] and "Occupancy Rate" [8510] measures.

RELEVANT STATE LEVEL CONCERNS

General Information; State Level Objectives; Institutional Role and Scope; Program Demand; Program Existence and Size; Program Location; Student Access; Program Priorities

SOURCES

DATE ISSUED **January 1975**

MEASURE NAME Estimated Replacement Value

DEFINITION

The total estimated cost to replace the assignable floor area of buildings at a particular reporting unit at current construction costs, in accordance with current building codes, standard construction methods, and currently accepted policies and practices, at a specified point in time.

CODES, CATEGORIES, AND COMMENTS

Normally the estimated replacement value is determined in terms of the cost to replace a building's floor area and fixed equipment at current construction and equipment costs, respectively. The construction costs should be estimated in accordance with current building codes, standard construction methods, and currently accepted practices and policies of a particular reporting unit. The equipment costs should be in accordance with the same or similar replacement items.

The estimated replacement value of a building is not necessarily related to the insurable value of the building.

For some purposes it may be useful to tabulate or organize these data by:

- type(s) of building space by room use categories
- type(s) of fixed equipment (e.g., heating and air conditioning systems, electrical and sound systems, etc.)
- functional suitability of facility
- condition of facility
- cost of buildings, physical facilities, and fixed equipment
- source(s) of funding for original construction and/or purchase (e.g., federal, state, gifts, etc.)
- ownership
- postsecondary education institution size categories

NOTE: The "Engineering News Record" is one frequently used source of information for determining construction cost indices.

RELEVANT STATE LEVEL CONCERNS

General Information; Operational Funding; Capital Funding

SOURCES

DATE ISSUED **January 1975**

8310
MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Section Size (AvSS)

DEFINITION

The average number of students in the sections of a group of programs, courses of study, and/or activities at a particular reporting unit, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the utilization of resources (e.g., staff, facilities, etc.) in instruction programs, courses of study,and/or activities.

The average section size for regularly scheduled and organized courses can be computed in several ways:

1) total weekly student hours (WSH) taught in a group of rooms divided by the total weekly room hours (WRH);

$$\text{AvSS} = \frac{(\text{WSH})}{(\text{WRH})}$$

2) total (headcount) number of students divided by the number of class sections, (where a course has more than one method of instruction [e.g., lecture subdivided into recitation sections], all of the sections are to be included); and

3) total number of student credit hours in a group of program, courses of study, and/or activity sections divided by the total number of section credit hours for the same group of sections. The assumptions and technique(s) used to determine the number of section credit hours should be conspicuously noted. It is recommended that the technique used to determine the number of section credit hours be based on the semester credit or semester credit equivalent notions.

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RELEVANT STATE LEVEL CONCERNS

Program Existence and Size; Program Costs; Operational Funding; Faculty and Staff Workload

SOURCES

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CODES, CATEGORIES, AND COMMENTS (continued)

The method(s) used for determining the Average Section Size (AvSS) should be specified.

For some purposes it may be useful to tabulate or organize these data by:

- method(s) of instruction (e.g., lecture, laboratory, etc.)
- times of offerings (e.g., day, evening, combination, etc.)
- course levels of sections being surveyed
- organizational units which have responsibility for the sections being surveyed
- faculty ranks for sections being surveyed
- locations of offerings (e.g., on campus, off campus, etc.)

NOTE: This measure should be linked to the "Full-Time Staff" [7040], "Part-Time Staff" [7070], and "Full-Time Equivalent Staff" [7100] measures.

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STATEWIDE MEASURES INVENTORY

8410

MEASURE NUMBER

MEASURE NAME Average Square Feet per Weekly Student Hour (AvSFWSH)

DEFINITION

The average number of assignable square feet (ASF) divided by the number of regularly scheduled weekly student hours (WSH) in a room or group of rooms at a particular reporting unit, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure can be used as an indicator of the efficiency of overall room, building, and physical facility utilization for a particular reporting unit.

$$\text{AvSFWSH} = \frac{\text{Total ASF for a Room or Group of Rooms}}{\text{Total WSH for Same Room or Group of Rooms}}$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space by room use categories
- programs, courses of study, and activities using the room or group of rooms
- condition of facility in which the rooms are located
- station types in the room or group of rooms
- postsecondary education institution size categories

Analysis of the "Average Station Occupancy Ratio" (AvSOR) [8430] as a complement to this effort may be useful.

NOTE: This measure assumes that related service space (e.g., storage rooms, etc.) for the room or group of rooms under consideration will be excluded from these data. If service space is included, it should be conspicously noted.

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED January 1975

National Center for Higher Education Management Systems

8420

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Room Utilization Rate (AvRUR)

DEFINITION

The average number of hours per week that a room or group of rooms at a particular reporting unit is scheduled for use, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the average length of time (in hours) that rooms are scheduled for use, and of additional time they are potentially available for use.

As a matter of convention, Average Room Utilization Rate (AvRUR) is used with respect to the total number of classrooms (or class laboratories) in a particular reporting unit. This measure can also be used with respect to an aggregation of rooms with different station counts (e.g., less than 10, 10-15, 16-25, etc.) and/or different station types.

$$\text{AvRUR} = \frac{\text{(Scheduled Weekly Room Hours)}}{\text{(Number of Rooms)}}$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- station counts (e.g., less than 10, 10-15, 16-25, etc.)
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space, by room use categories
- programs, courses of study, and activities utilizing the room or group of rooms
- course levels
- buildings by subject matter areas
- station types

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

NOTE: It is recommended that the "Higher Education Facilities Planning and Management Manuals" (H.L. Dahnke, et al., 1971) be consulted for additional insights into the uses of this measure.

National Center for Higher Education Management Systems

8430

MEASURE NUMBER

STATEWIDE MEASURES INVENTORY

MEASURE NAME Average Station Occupancy Ratio (AvSOR)

DEFINITION

The ratio of the average proportion of stations utilized divided by the stations available for use, for all lenths of time when a room or group of rooms at a particular reporting unit is scheduled for use, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the scheduled use of stations in a room or group of rooms, and the potential use of stations available in this same room or group of rooms.

As a matter of convention, Average Station Occupancy Ratio (AvSOR) is used with respect to the total number of classrooms (or class laboratories) in a particular reporting unit. This measure can also be used with respect to an aggregation of rooms with different station counts (e.g., less than 10, 10-15, 16-25, etc.) and/or different station types.

$$\text{AvSOR} = \frac{\text{(Scheduled Weekly Student Hours per Station)}}{\text{(Scheduled Weekly Room Hours per Room)}}$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- station types
- station counts (e.g., less than 10, 10-15, 16-25, etc.)
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space by room use categories
- programs, courses of study, and activities using the stations
- ratios (e.g., number of stations available/number of rooms, etc.)

NOTE: It is recommended that the "Higher Education Facilities Planning and Management Manuals" (H. L. Dahnke, et al., 1971) be consulted for additional insights into the uses of this measure.

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED January 1975

STATEWIDE MEASURES INVENTORY

8440
MEASURE NUMBER

MEASURE NAME Average Station Utilization Rate (AvSUR)

DEFINITION

The average number of hours per week that the stations in a room or group of rooms at a particular reporting unit are scheduled for use, within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is an indicator of the average length of time (in hours) that stations in scheduled rooms are used, and additional length of time potentially available for use.

As a matter of convention, Average Station Utilization Rate (AvSUR) is used with respect to the total number of classrooms (or class laboratories) in a particular reporting unit. This measure can also be used with respect to an aggregation of rooms with different station counts (e.g., less than 10, 10-15, 16-25, etc.) and/or different station types.

$$\text{AvSUR} = \frac{(\text{Scheduled Weekly Student Hours})}{(\text{Number of Stations})}$$

also

$$\text{AvSUR} = (\text{Average Room Utilization Rate}) \times (\text{Average Station Occupancy Ratio})$$

For some purposes it may be useful to tabulate or organize these data by:

- room use categories
- station counts (e.g., less than 10, 10-15, 16-25, etc.)
- station types
- times of offerings (e.g., day, evening, combination, etc.)
- types of building space by room use categories

(continued on reverse side)

RELEVANT STATE LEVEL CONCERNS

Student Access; Program Priorities; Capital Funding; Faculty and Staff Workload

SOURCES

DATE ISSUED **January 1975**

CODES, CATEGORIES, AND COMMENTS (continued)

- programs, courses of study, and activities using the stations, by a room or group of rooms
- ratios (e.g., numbers of stations/number of rooms, etc.)

NOTE: It is recommended that the "Higher Education Facilities Planning and Management Manuals" (H.L. Dahnke, et al., 1971) be consulted for additional insights into the uses of this measure.

National Center for Higher Education Management Systems

STATEWIDE MEASURES INVENTORY

MEASURE NUMBER 8510

MEASURE NAME

Occupancy Rate

DEFINITION

The actual number of occupants of a facility at a particular reporting unit divided by the facility's "Design Capacity" [8140], within a specified time period.

CODES, CATEGORIES, AND COMMENTS

This measure is usually used in reference to residential and health care facilities.

For some purposes it may be useful to tabulate or organize these data by:

- time periods (e.g., quarter, semester, academic year, fiscal year, etc.)
- characteristics of occupants (e.g., sex, marital status, ethnic status, etc.)
- condition of facility
- building names and locations
- postsecondary education institution size categories
- types of buildings (e.g., residential, hospital, etc.)

RELEVANT STATE LEVEL CONCERNS

Statewide Coordination; Student Access; Capital Funding; Revenue Analysis

SOURCES

DATE ISSUED

January 1975

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3450 Local Occupational Turnover Rate

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3110 National Civilian Labor Force - Total
3010 National Manpower Requirement - Total
3310 National Occupational Earnings - Average
3410 National Occupational Turnover Rate
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3030 State Manpower Requirement - Total
3330 State Occupational Earnings - Average
3450 State Occupational Turnover Rate
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GLOSSARY

This glossary has been included to provide definitions and descriptions, to comment on possible applications, to suggest various categories of coding schemes, and to identify the sources of many terms used in the Inventory. The terms included in the glossary are sufficiently important to warrant definition or explanation although they did not meet the criteria for inclusion in the Inventory proper. Some of the items are related to institutional identification, some are related to possible criteria for organizing one or more of the measures in the Inventory, and some are included because they appear in the definitions of one or more measures or other glossary items.

An index of all the terms in the glossary, including subcategories, follows this introduction page. Following the index, a list of NCHEMS publication acronyms has been provided to identify the full title, author, and date of any NCHEMS publication used as the reference for a term, its categories and/or subcategories.

If the reference line for a particular glossary item is blank, then the item has been developed or adapted specifically for use in this document. Not all of the definitions of the glossary terms are word-for-word from the references noted, since modifications and expansions on the central themes of the references may have been developed for the Statewide Measures project in particular.

Words and phrases that are underlined are defined explicitly in other glossary locations.

GLOSSARY INDEX

TERMS, CATEGORIES, AND SUBCATEGORIES

Academic Achievement and/or Aptitude Scores

Academic Support

Academic Year

Activity Center

Addition Categories
    Tuition and Fees
    Government Appropriations
        Federal
        State
        Local
    Government Grants and Contracts
        Federal
        State
        Local
    Private Gifts, Grants, and Contracts
        Private Gifts and Grants
        Private Contracts
    Investment Income
    Net Realized Gains on the Sale of Investments
    Sales and Services
        Educational Activity
        Auxiliary Enterprise
        Hospital
    Independent Operations
    Other

Admission Status

Age

Agency Funds

Aggregate Days Attendance

Ambulatory

American Indian or Alaskan Native

Annuity and Life Income Funds

Appropriation

Asian or Pacific Islander

Assistant Professor

Associate Degree

Associate Professor

Auxiliary Enterprise

Auxiliary Enterprise Expenditures

Average Daily Attendance (ADA)

Bachelor's Degree

Black/Negro

Building

Calendar System

Capital Asset
    Land
    Land Improvement
    Building
    Capital Equipment

Capital Costs
    Land Improvement
    Building
    Capital Equipment

Capital Equipment

Census Date

Certificate

Civil Rights Categories

Clear Status

Community Service and Development

Compensation
    Salary and Wages
    Fringe Benefits

- Condition of Facility
  - Satisfactory
  - Remodeling--A
  - Remodeling--B
  - Remodeling--C
  - Demolition
  - Termination

- Contact Hour

- Continuing Education Unit (CEU)

- Continuing Student

- Contributed Services

- Course Level
  - Preparatory
  - Lower Division
  - Upper Division
  - Combined Upper Division and Graduate or Professional
  - Graduate or Professional Only
  - Other

  - Lower Division
  - Upper Division
  - Graduate

- Crafts/Trades

- Craftsman (Skilled)

- Current Funds

- Current Funds Expenditure Categories
  - Educational and General Expenditures
    - Instruction
    - Research
    - Public Service
    - Academic Support
    - Student Services
    - Institutional Support
    - Operation and Maintenance of Plant
    - Scholarships and Fellowships
  - Auxiliary Enterprise Expenditures
  - Hospital Expenditures
  - Independent Operations Expenditures

- Current Funds Mandatory Transfer Categories
    - Provision for Debt Service
    - Loan Funds Matching Grants
    - Other

- Current Funds Revenue Categories
    - Tuition and Fees
    - Government Appropriations
        - Federal
        - State
        - Local
    - Government Grants and Contracts
        - Federal
        - State
        - Local
    - Private Gifts, Grants, and Contracts
    - Endowment Income
    - Sales and Services
        - Educational Activity
        - Auxiliary Enterprise
        - Hospital
    - Independent Operations
    - Other Sources

- Debt Service

- Deduction Categories
    - Current Funds Expenditures
    - Loan Cancellations and Write-Offs
    - Expended for Plant Facilities
    - Debt Service
    - Other

- Degree/Diploma/Certificate
    - Certificate or Diploma (Less Than One Year)
    - Certificate or Diploma (One Year or More)
    - Associate Degree (Two Years or More)
    - Bachelor's Degree
    - First Professional Degree
    - Master's Degree
    - Doctoral Degree
    - Other
    - Honorary Degree /Diploma/Certificate

- Degree/Diploma/Certificate Student

- Designated Funds

Development of New Knowledge and Art Forms

Diploma

Direct Costs
- Compensation
- Supplies and Services
- Expenditures Made by Another State Agency
- Expenditures Made by a Central Administration
- Contributed Services

Doctoral Degree

Donated Services

Educational and General Expenditures

Educational Background
- Number of Years of Regular Schooling
- Vocational Training
- Degree(s)/Diploma(s)/Certificate(s) Earned

Endowment and Similar Funds

Endowment Income

Enrollment Status
- New Undergraduate Student
- New Graduate Student
- Transfer Student
- Continuing Student
- Readmitted Student
- Other

Ethnic Status
- American Indian or Alaska Native
- Asian or Pacific Islander
- Black/Negro
- Hispanic
- White, Other than Hispanic

Executive/Administrative/Managerial

Exempt Employee

Expenditure

Expenditures for Items Purchased for Resale

Expenditures Made by a Central Administration

Exependitures Made by Another State Agency

- Extension Center(s)

- Faculty

- Faculty Activity Categories
  - Teaching Activities
    - Scheduled Teaching
    - Unscheduled Teaching
    - Academic Program Advising
    - Course and Curriculum Research and Development
  - Research, Scholarship, and Creative Work Activities
    - Specific Projects
    - General Scholarship and Professional Development
  - Internal Service Activities
    - Student-Oriented Service
    - Administrative Duties
    - Committee Participation
  - Public Service

- Faculty Rank Titles
  - Professor
  - Associate Professor
  - Assistant Professor
  - Instructor
  - Lecturer
  - Teaching Associate
  - Teaching Assistant
  - Undesignated Rank

- Family Income

- Farm Worker

- Federal Interagency Committee on Education (FICE) Code

- Federal Vendor Number

- Fellowships

- Final Cost Objectives

- Financial Aid

- First Professional

- First Professional Degree

- Fiscal Year

- Foregone Income

- Four-One-Four

- Fringe Benefits

Full Costs

Functional Suitability of Facility

Fund Balance

- Fund Groups
  - Current Funds
  - Loan Funds
  - Endowment and Similar Funds
    - Endowment Funds
    - Term Endowment Funds
    - Quasi-Endowment Funds
  - Annuity and Life Income Funds
  - Plant Funds
    - Unexpended Plant Funds
    - Funds for Renewals and Replacements
    - Funds for Retirement of Indebtedness
    - Investment in Plant
  - Agency Funds

- Geographic Origin
  - In-District Student
  - In-State Student
  - Out-of-State Student

Government Appropriations

Government Grants and Contracts

Graduate I

Graduate II

Graduate Transfer

Hearing

Hispanic

Homemaker

Honorary Degree/Diploma/Certificate

Hospital

Hospital Expenditures

Housing Unit

In-District Student

In-State Student

Independent Operations

Independent Operations Expenditures

Institution

Institution Code
- Federal Interagency Committee on Education (FICE) Code
- Federal Vendor Number

Institution or Learning Center Name

Institutional Control

Institutional Structure
- Single Campus Institution
- Main Campus Plus Branch(es) and/or Extension Center(s)
- Multi-Campus System
- Other Institutional Structures

Institutional Support

Instruction

Instruction/Research

Instructor

Intercollegiate Athletics

Internal Service Activities

Investment Income

Laborer (Unskilled)

Land

Land Improvement

Lecturer

Legal Identity
- Public
  - Federal Government
  - State Government
  - Political Subdivision
  - State and Local Government (Shared)
  - Federal and State Government (Shared)
- Private
  - Independent Nonprofit Group or Organization
  - Proprietary
- Other

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Loan

Loan Cancellations and Write-Offs

Loan Funds

Loan Funds Matching Grants

Locality

Lower Division

Main Campus Plus Branch(es) and/or Extension Center(s)

Mandatory Transfer

Manpower Resource Categories
- Executive/Administrative/Managerial
- Instruction/Research
- Specialist/Support
- Technical
- Office/Clerical
- Crafts/Trades
- Service

Marital Status
- Single
  - Without Dependents
  - With Dependents
- Married
  - Without Dependents
  - With Dependents

Married

Master's Degree

Military Status
- Have Never Served in the Armed Forces
- Have Served in the Armed Forces
  - Eligible for Veterans Benefits
  - Not Eligible for Veterans Benefits

Multi-Campus System

Net Realized Gains on the Sale of Investments

New Graduate Student

New Undergraduate Student

Noncapital Equipment

Nondegree/Diploma/Certificate

004

- Nondegree/Diploma/Certificate Student

- Nonexempt Employee

- Nonmandatory Transfer

- Normal Student Load

- Normal Time to Complete a Student Program

- Not on Clear Status

- Number of Years of Regular Schooling

- Objects of Expenditure
  - Compensation
  - Supplies and Services
  - Rent
  - Capital Asset
  - Scholarships and Fellowships
  - Expenditures for Items Purchased for Resale

- Occupation
  - Official or Manager
  - Professional
  - Technician
  - Sales Worker
  - Office or Clerical Worker
  - Craftsman (Skilled)
  - Operative (Semiskilled)
  - Laborer (Unskilled)
  - Service Worker
  - Farm Worker
  - Homemaker
  - Other

- Office/Clerical

- Office or Clerical Worker

- Official or Manager

- Operation and Maintenance of Plant

- Operative (Semiskilled)

- Organizational Unit

- Other Learning Centers

- Out-of-State Student

- Outcomes of Educational Activities
    - Student Growth and Development
    - Development of New Knowledge and Art Forms
    - Community Service and Development
    - Inseparable Combination

- Ownership

- Physical Handicap Status
    - Ambulatory
    - Sight
    - Hearing
    - Other

- Plant Funds

- Postsecondary Education

- Postsecondary Education Institution

- Postsecondary Education Institution and Learning Center Categories
    - Postsecondary Education Institution
        - Doctoral-Granting Universities
            - Major Research Universities
            - Other Research Universities
            - Other Doctoral-Granting Universities
        - Comprehensive Colleges and Universities
        - General Baccalaureate Colleges
        - Separate Specialized Professional Schools
            - Divinity Schools
            - Medical Schools and Centers
            - Other Health Professions Schools
            - Schools of Engineering and Technology
            - Schools of Business and Management
            - Schools of Art, Music, and Design
            - Schools of Law
            - Teachers Colleges
            - Other Specialized Institutions and Centers
        - Community/Junior Colleges
            - Comprehensive Community/Junior Colleges
            - Academic Community/Junior Colleges
        - Comprehensive Vocational/Technical Schools
        - Specialized Vocational/Technical Schools
            - Technical Institutes
            - Business/Commercial Schools
            - Cosmetology Schools
            - Flight Schools
            - Trade Schools
            - Health Care Schools
            - Recreation Schools
            - Foreign Language Schools
            - Real Estate Schools
            - Modeling and Finishing Schools
            - Other
    - Other Learning Centers

Postsecondary Education Institution Size Categories

Predominant Calendar System
- Quarter
- Semester
- Trimester
- Four-One-Four
- Other

Present Value of Foregone Income

Private

Private Gifts, Grants, and Contracts

Professional

Professor

Program Classification Structure (PCS) Categories
- Instruction
- Research
- Public Service
- Academic Support
- Student Service
- Institutional Support
- Independent Operations
- Scholarships and Fellowships

Program Completer

Program Element

Provision for Debt Service

Public

Public Service

Quarter

Readmitted Student

Region

Rent

Reporting Unit

Research

Research, Scholarship, and Creative Work Activities

Restricted Funds

Restriction Categories
- Unrestricted Funds
- Restricted Funds

Revenue

Room Use Categories
- Classroom Facilities
- Laboratory Facilities
- Office Facilities
- Study Facilities
- Special Use Facilities
- General Use Facilities
- Supporting Facilities
- Health Care Facilities
- Residential Facilities
- Unclassified Facilities

Salary and Wages

Sales and Services

Sales Worker

Scholarships and Fellowships
- Scholarships
- Fellowships
- Other

Seasonal Adjustment

Seasonally Adjusted Annual Rate

Semester

Semester Credit

Semester Credit Equivalent

Service

Service Month

Service Worker

Sight

Single Campus Institution

- Socioeconomic Status
  - Family Income
  - Current or Most Recent Occupation(s) of Head(s) of Family
  - Educational Background(s) of Head(s) of Family

- Specialist/Support

- Station

- Station Type

- Student Enrollment--Beginning Count

- Student Enrollment--Final Count

- Student Growth and Development

- Student Level
  - Nondegree/Diploma/Certificate
  - Lower Division
  - Upper Division
  - First Professional
  - Graduate I
  - Graduate II
  - Other

- Student Load

- Student Service

- Student Status
  - Degree/Diploma/Certificate Student
  - Nondegree/Diploma/Certificate Student

- Supplies and Services
  - Supplies
  - Communications
  - Travel
  - Other Contractual Services
  - Noncapital Equipment

- Support Costs

- Teaching Activities

- Teaching Assistant

- Teaching Associate

- Technical

- Technician

- Tenure Status
  - Tenured
  - Non-Tenured
  - Not Eligible

- Termination Status--Student
  - Clear Status
  - Not on Clear Status
    - Academically Suspended or Dropped
    - Other
  - Program Completer
    - Degree/Diploma/Certificate Recipient
    - Other Degree/Diploma/Certificate Program Completer

- Transfer

- Transfer Categories
  - Mandatory Transfer
    - Debt Service
    - Renewal and Replacement
    - Loan Fund Matching Grant
    - Other
  - Nonmandatory Transfer
    - Distribution of Capital Gains
    - Designation of Unrestricted Funds
    - Other

- Transfer Payment

- Transfer Student

- Trimester

- Tuition and Fees

- Unclassified Facilities

- Undergraduate

- Undesignated Rank

- Unit Costs

- Unit Described

- Unrestricted Funds

- Vocational Training

- Weekly Room Hours (WRH)

- Weekly Student Hour (WSH)

- White, Other than Hispanic

- Work/Study Assistance

NCHEMS PUBLICATION ACRONYMS

CAM Topping, James R. Cost Analysis Manual (Field Review Edition). Technical Report 45. Boulder, Colo.: Western Interstate Commission For Higher Education, 1974.

CFP Ziemer, Gordon, Young, Michael, and Topping, James. Cost Finding Principles and Procedures (Preliminary Field Review Edition). Technical Report 26. Boulder, Colo.: Western Interstate Commission for Higher Education, November 1971.

DED Goddard, Suzette, Martin, James S., and Romney, Leonard C. Data Element Dictionary Course, Facilities, Finance, Staff, Student (Second Edition). Technical Report 51. Boulder, Colo.: Western Interstate Commission for Higher Education, 1973.

FAA Manning, Charles W. and Romney, Leonard C. Faculty Activity Analysis: Procedures Manual. Technical Report 44. Boulder, Colo.: Western Interstate Commission for Higher Education, 1973.

FICM Romney, Leonard C. Higher Education Facilities Inventory and Classification Manual. Technical Report 36. Boulder, Colo.: Western Interstate Commission for Higher Education, 1973.

HEFM Collier, Douglas J. Higher Education Finance Manual (Field Review Edition). Technical Report 53. Boulder, Colo.: Western Interstate Commission for Higher Education, June 1974.

IEP Renkiewicz, Nancy K. and Topping, James R. Information Exchange Procedures (Field Review Edition). Technical Report 47. Boulder, Colo.: Western Interstate Commission for Higher Education, 1973.

> The definitions in the Inventory reflect the latest IEP definitions and procedures as presented in the four documents that succeed the field review edition of the Information Exchange Procedures manual:
>
> Myers, Edward M. and Topping, James R. Information Exchange Procedures, Activity Structure. Technical Report 63. Boulder, Colo.: Western Interstate Commission for Higher Education, 1974.
>
> National Center for Higher Education Management Systems. Information Exchange Procedures Data Formats and Definitions. Technical Report 64. Boulder, Colo.: Western Interstate Commission for Higher Education, 1975.
>
> Johnson, Richard S. and Huff, Robert A. Information Exchange Procedures, Cost Study Procedures Manual. Technical Report 65. Boulder, Colo.: Western Interstate Commission for Higher Education, 1975.
>
> Byers, Maureen. Information Exchange Procedures, Outcomes Study Procedures. Technical Report 66. Boulder, Colo.: Western Interstate Commission for Higher Education, 1975.

MAM	Jones, Dennis P. A Manual for Budgeting and Accounting for Manpower Resources in Postsecondary Education. Technical Report 67. Boulder, Colo.: Western Interstate Commission for Higher Education, 1973.
OUTCOMES	Micek, Sidney S. and Wallhaus, Robert A. An Introduction to the Identification and Uses of Higher Education Outcome Information. Technical Report 40. Boulder, Colo.: Western Interstate Commission for Higher Education, 1973.
PCS	Gulko, Warren W. Program Classification Structure. Technical Report 27. Boulder, Colo.: Western Interstate Commission for Higher Education, January 1972.
PM	Topping, James R. and Miyataki, Glenn K. Program Measures. Technical Report 35. Boulder, Colo.: Western Interstate Commission for Higher Education, 1973.
SAM	Dahnke, Harold L., Jones, Dennis P., Mason, Thomas R., and Romney, Leonard C. Higher Education Facilities Planning and Management Manuals. Technical Reports 17-1 through 17-7. Boulder, Colo.: Western Interstate Commission for Higher Education, May 1971.

GLOSSARY

ACADEMIC ACHIEVEMENT AND/OR APTITUDE SCORES - Scores achieved on various tests, grade-point averages, and/or class ranks which might be used to indicate the academic achievement and/or aptitude of individuals.

Some of the tests that may be used as indicators are: postsecondary education entrance tests (e.g., Scholastic Aptitude Test [SAT], American College Testing [ACT] program battery, Graduate Record Examination [GRE], Law School Admissions Test [LSAT], etc.); placement examinations (e.g., Tests of General Educational Development [GED], College Level Examination Program [CLEP], etc.); vocational tests and reviews (e.g., The Dailey Vocational Tests [DVT], Flanagan Industrial Tests [FIT], etc.); achievement batteries (e.g., Stanford Achievement Test, High School Technical Comprehension Test, etc.); and aptitude scores (e.g., General Aptitude Test Battery [GATB], etc.). High school and/or postsecondary education grade-point averages (GPAs) and/or ranks in class (converted to a comparable base point) might also be used as indicators.

The following SAT and ACT quantitative and verbal score intervals are suggested:

SAT	ACT
200-299	1-12
300-399	13-16
400-499	17-22
500-599	23-26
600-699	27-31
700-799	32 or above

REFERENCE: IEP

ACADEMIC SUPPORT - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

ACADEMIC YEAR - The institutionally defined consecutive period of time used as a reference for record keeping related to student programs, faculty parti- and employment, student attendance, and other matters related to academic affairs.

An academic year may be equivalent to a fiscal year or may include only a subset of the sessions during which course work is offered. Typically an academic year is equated to two semesters, three quarters, two trimesters, or the period of time covered by the 4-1-4 plan.

REFERENCE: IEP

ACTIVITY CENTER - A particular level of aggregation of similar functions performed by persons in postsecondary education institutions, learning centers, or programs based on the Program Classification Structure.

REFERENCE: CAM, IEP

ADDITION CATEGORIES - Standard categories that include the sources of institutional resources flowing into any of the institution's fund groups during the reporting period excepting transfers of monies between fund groups.

The term revenues is a subset of additions, and applies only to additions to the current funds group.

The following categories are recommended:

(1) TUITION AND FEES - Assessments (net of refunds) against students for educational purposes.

Charges for room, board, and other services rendered by auxiliary enterprises are not included in this category.

(2) GOVERNMENT APPROPRIATIONS - Monies received from, or made available by, government sources through legislative acts (excluding government grants and contracts).

This category includes only government appropriations made from tax levy funds, including those taxes levied directly by the institution under authority granted by the legislature or constitution, federal land grant appropriations, and federal revenue sharing funds. No included would be institutional fees and other income reappropriated by the legislature to the institution,(e.g., tuition and fees monies collected by the institution and returned to it in the form of appropriations would not be included in this category as they should be included in the tuition and fees total).

The following subcategories are recommended for reflecting the legislative levels of the fundors:

a) Federal
b) State
c) Local

(3) GOVERNMENT GRANTS AND CONTRACTS - Monies from government agencies which are received or made available for specific projects or programs.

Research projects, scholarships and fellowships, training programs, training and instructional institutes, and other similar activities for which monies are received, or expenditures are reimbursable, under the terms of the grant or contract are examples of types of program and project monies that would be included in this category.

The following subcategories are recommended for reflecting the legislative levels of the fundors:

a) Federal
b) State
c) Local

(4) PRIVATE GIFTS, GRANTS, AND CONTRACTS - Monies received from individuals or nongovernmental organizations.

Included in this category would be those monies resulting from the purchase of goods or services from the institution on a contractual basis and monies received as a result of gifts, grants, or contracts from a foreign government.

The following subcategories are recommended:

a) Private Gifts and Grants - The sum of all monies received from private donors for which no legal consideration is involved (i.e., no specific goods or services must be provided to the donor in return for the monies).
b) Private Contracts - The sum of all monies received for which specific goods and services must be provided to the donor as stipulation for receipt of the funds.

(5) INVESTMENT INCOME - All unrestricted income of endowment and similar funds, restricted income of endowment and similar funds whether or not the income is expended during the reporting period, and income from funds held in trust by others under irrevocable trusts.

This category does not include the net capital gains resulting from the sale of investments nor does it include any portion of the unrealized gains on investments used for current operations under the total return concept.

(6) NET REALIZED GAINS ON THE SALE OF INVESTMENTS - All net additions to particular fund groups resulting from the sale of the fund group's assets for an amount greater than the carrying value of those assets (either cost or fair market value).

(7) SALES AND SERVICES - Monies generated by the educational activities, auxiliary enterprises, and hospital operations of the institution.

The following subcategories of sales and services are suggested:

a) Educational Activity - Monies derived from the sales of goods or services that are incidental to the conduct of the institution's primary mission (i.e., instruction, research, public service).
b) Auxiliary Enterprise - Monies derived from the auxiliary enterprise operations of the institution.
c) Hospital - Monies derived from a hospital operated by the institution--net of discounts, allowances and provisions for doubtful accounts.

(8) INDEPENDENT OPERATIONS - Monies received that are independent of, or unrelated to, the primary missions of the institution (e.g., revenues associated with major federally funded research laboratories such as Atomic Energy Commission, Jet Propulsion Laboratories, etc,), and other operations not considered an integral part of the institution's educational or auxiliary enterprise operations.

(9) OTHER - This category includes all other additions to fund groups not included in the categories described above (e.g., monies expended for plant facilities, retirement of indebtedness, etc.).

REFERENCE: HEFM

ADMISSION STATUS - See ENROLLMENT STATUS.

AGE - The chronological age of an individual as of some specified date.

The following age ranges are suggested:

Under 14 years of age
14 - 17 years
18 - 20 years
21 - 24 years
25 - 34 years
35 - 44 years
45 - 54 years
55 - 64 years
Over 64 years of age

REFERENCE: U.S. Bureau of the Census (General Population Characteristics)

AGNECY FUNDS - See FUND GROUPS.

AGGREGATE DAYS ATTENDANCE - The sum of the days present (actually attended) for all students when an institution or learning center was actually in session during a given reporting period.

REFERENCE:

AMBULATORY - See PHYSICAL HANDICAP STATUS.

AMERICAN INDIAN OR ALASKA NATIVE - See ETHNIC STATUS.

ANNUITY AND LIFE INCOME FUNDS - See FUND GROUPS.

APPROPRIATION - All amounts of money set aside for specific uses by a government, excluding money set aside for retirement of debt, investment in securities, extension of loans, and agency transaction.

> Amounts for all funds and agencies of a government, including the "general fund," special revenue, special assessment, trust, sinking, and utility funds, and all other funds set aside for specific uses in the name of the government or any boards, commissions, or other agencies classified as part of the government are included in this category.

REFERENCE: U.S. Bureau of the Census (Classification Manual, Governmental Finances)

ASIAN OR PACIFIC ISLANDER - See ETHNIC STATUS.

ASSISTANT PROFESSOR - See FACULTY RANK TITLES.

ASSOCIATE DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

ASSOCIATE PROFESSOR - See FACULTY RANK TITLES.

AUXILIARY ENTERPRISE - An organizational entity that exists to furnish service to students, faculty, or staff and that charges a fee related to, although not necessarily equal to, the cost of the service.

> Auxiliary enterprises usually include residence halls, food services, intercollegiate athletics, college unions, college stores, (e.g., barber shops, movie houses, etc.), and other services. The general public may be served incidentally by some auxiliary enterprises. Also see current funds expenditure categories and current funds revenue categories.

REFERENCE: HEFM, IEP

AUXILIARY ENTERPRISE EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

AVERAGE DAILY ATTENDANCE (ADA) - The aggregate days attendance for a given institution or learning center during a reporting period divided by the number of days the institution or learning center was in session during this period.

REFERENCE:

BACHELOR'S DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

BLACK/NEGRO - See ETHNIC STATUS.

BUILDING - See CAPITAL ASSET and CAPITAL COSTS.

CALENDAR SYSTEM - See PREDOMINANT CALENDAR SYSTEM.

CAPITAL ASSET - Any physical resource which benefits the institution, a program, course of study, or activity for more than one operating period.

The following categories are suggested:

(1) LAND - Unimproved real estate.

(2) LAND IMPROVEMENT - A real estate improvement other than a building (e.g., a street, sidewalk, outside lighting, etc.).

(3) BUILDING - A facility permanently affixed to the land. This would include associated fixed and mechanical equipment (e.g., heating and air-conditioning systems, plumbing and sewer systems, etc.).

(4) CAPITAL EQUIPMENT - An item of movable property (not permanently attached to a structure) that has an acquisition cost of $500 or more and an expected life exceeding two years.

The criteria stated above were developed by the Cost Accounting Standards Board (CASB). If different criteria are used to determine the cut-off values for acquisition cost or expected life, they should be conspicuously noted.

REFERENCE: CAM

CAPITAL COSTS - The valuation placed upon the services provided by land, buildings, land improvements, and capital equipment (both owned and leased) used by the institution during any time period.

If the capital assets are owned by the institution, the annual capital costs are defined as the current depreciation of the asset plus the interest foregone on the investment in that asset. If the capital assets are leased, the annual capital costs are equivalent to the total rental expenditures.

The following capital costs categories are suggested:

(1) LAND IMPROVEMENT - The cost of real estate improvements other than buildings.

(2) BUILDING - The original acquisition cost of the building plus the cost of any subsequent additions (i.e., parts added that enlarge or expand the building and/or significantly alter its function).

Renovations (i.e., the restoration or repair of facilities without significant change in the function of the facility and without actually increasing the size or capacity of the facility) made to the building are not included in this cost category.

(3) CAPITAL EQUIPMENT - The cost of movable property having an acquisition cost of $500 or more and an expected service life that exceeds two years.

REFERENCE: CAM, IEP

CAPITAL EQUIPMENT - See CAPITAL ASSET and CAPITAL COSTS.

CENSUS DATE - The designated day in an academic term, after most drops/adds have been completed, when the institution takes official enrollment counts, (typically sometime between the second and fourth week of classes).

This term is used in the determination of the student enrollment--beginning count, and also in connection with other measures of enrollment at a reporting unit.

REFERENCE: IEP

CERTIFICATE - See DEGREE/DIPLOMA/CERTIFICATE.

CIVIL RIGHTS CATEGORIES - See ETHNIC STATUS.

CLEAR STATUS - See TERMINATION STATUS--STUDENT.

COMMUNITY SERVICE AND DEVELOPMENT - See OUTCOMES OF EDUCATIONAL ACTIVITIES.

COMPENSATION - The total amount of dollars, including gross salaries, wages, and fringe benefits, paid directly to, or on behalf of, personnel.

The following categories of compensation are recommended:

(1) SALARY and WAGES - The gross dollars paid to an employee excluding any fringe benefits.

(2) FRINGE BENEFITS - Includes all benefits paid and accruing to an employee, regardless of whether the benefits or equivalent cash options are available to all.

The following is a list of some of the important subcategories:

a) Social Security - If covered by Social Security, includes appropriate FICA tax. If covered by an alternative plan such as Public Employees' Retirement Association (PERA), includes the appropriate payments.
b) Retirement - Includes all contributions made to a retirement fund regardless of vesting requirements. Payments made by an individual employee to a personal annuity or living trust are not to be included as retirement fringe benefits.
c) Medical Insurance - Includes payments made to provide medical insurance.
d) Life Insurance - Includes payments made to provide life insurance.
e) Guaranteed Disability Income Protection - Includes contributions, through insurance or otherwise, for prolonged disability income payments, providing such payments do not arise from the accumulation of unused annual sick leave benefits.
f) Unemployment Compensation - Includes payments to be made under the Unemployment Compensation Act.
g) Workmen's Compensation - Includes payments to be made under the Workmen's Compensation Act.
h) Other Benefits - Includes all benefit payments not elsewhere classified. Included would be such things as tuition and housing benefits (e.g., tuition waivers for family members). Benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included in fringe benefits. These items should be included as a part of the supplies and sevices of the appropriate activity center.

For some purposes it may be useful to tabulate or organize these data by faculty rank titles, manpower resource categories, term of employment, programs and activities, subject matter areas, etc.

See also - DIRECT COSTS and OBJECTS OF EXPENDITURE.

REFERENCE: IEP

CONDITION OF FACILITY - The physical status and quality of individual facilities at the time an inventory is completed, based upon institutionally defined and/or state defined ratings.

The following categories are suggested for describing the condition of individual facilities:

(1) SATISFACTORY - Suitable for continued use with normal maintenance.

(2) REMODELING--A - Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling--A is not greater than 25 percent of the estimated replacement cost of the facility.

(3) REMODELING--B - Requires major updating and/or modernization of the facility. The approximate cost of Remodeling--B is greater than 25 percent, and less than 50 percent of the estimated replacement cost of the facility.

(4) REMODELING--C - Requires major remodeling of the facility. The approximate cost of Remodeling--C is greater than 50 percent of the estimated replacement cost of the facility.

(5) DEMOLITION - Should be demolished or abandoned because the facility is unsafe or structurally unsound irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If a facility is scheduled for demolition, its condition is recorded as "demolition," regardless of its physical status and quality.

(6) TERMINATION - Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacating of leased space. This category takes precedence over 1, 2, 3, and 4. If a facility is scheduled for termination, its condition is recorded as "termination," regardless of its physical status and quality.

For some purposes it may be useful to tabulate or organize these data by major building use, room use categories, type of space (e.g., assignable and nonassignable), ownership, and source of operating and/or capital funding.

REFERENCE: DED, FICM, SAM

CONTACT HOUR - A unit of measure that represents one hour of instruction given to one student in one week.

Normally these data are collected on all scheduled hours of instruction given to all students in one week. Data for weekly student hours may be useful if categorized by time of offering (e.g., before 5:00 p.m. or after 5:00 p.m.), room use categories, student levels, programs and course levels, and appropriate utilization ratios (e.g., "Average Station Occupancy Ratio (AvSOR)" [8430]).

REFERENCE: CAM, FICM, PM, SAM

CONTINUING EDUCATION UNIT (CEU) - Ten contact hours of participation in an organized adult continuing education or extension experience under responsible sponsorship, capable direction, and qualified instruction.

REFERENCE: Commission on Colleges, Southern Association of Colleges and Schools, Atlanta, Georgia.

CONTINUING STUDENT - See ENROLLMENT STATUS.

CONTRIBUTED SERVICES - See DIRECT COSTS.

COURSE LEVEL - The institutional categorization for the level of offering for instructional courses.

The following categories are recommended:

(1) PREPARATORY - Refers typically to course offerings or substitutes thereof (e.g., examinations) that may be part of the curricular requirements or preparation for degree work.

(2) LOWER DIVISION - Refers to course offerings at a level of comprehension usually associated with freshman and sophomore students.

(3) UPPER DIVISION - Refers to course offerings at a level of comprehension usually associated with junior and senior students.

(4) COMBINED UPPER DIVISION AND GRADUATE OR PROFESSIONAL - Refers to those cases where no distinction is made between undergraduate and graduate courses.

(5) GRADUATE OR PROFESSIONAL ONLY - Refers to postbaccalaureate offerings.

(6) OTHER - Is to be used for a course level in those situations where the recommended course levels are not appropriate.

Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level of those enrolled in the course. For example, an elementary algebra course that happens to have an unusually large proportion of seniors enrolled does not become an advanced course by virtue of the level of the participants. For some purposes it may be desirable to aggregate course levels into the following three categories:

(1) LOWER DIVISION: Course offerings at a level of comprehension usually associated with freshman and sophomore students.

(2) UPPER DIVISION: Course offerings at a level of comprehension usually associated with junior and senior students. Jointly offered upper division/graduate courses should be classified as upper division.

(3) GRADUATE: Course offerings at a level of comprehension usually associated with postbaccalaureate students.

REFERENCE: DED, FAA, PCS

CRAFTS/TRADES - See MANPOWER RESOURCE CATEGORIES.

CRAFTSMAN (SKILLED) - See OCCUPATION.

CURRENT FUNDS - See FUND GROUPS.

CURRENT FUNDS EXPENDITURE CATEGORIES - Standard functional categories used to collect and maintain transactional expenditures of the current funds group.

The following categories and subcategories are recommended:

(1) EDUCATIONAL AND GENERAL EXPENDITURES

a) Instruction - Expenditures for credit and noncredit instructional activities (e.g., general academic instruction, occupational and vocational instruction, special session instruction, community education, etc.)
b) Research - Expenditures for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution (e.g., institutes and research centers, individual or project research, etc.)
c) Public Service - Expenditures for activities established primarily to provide noninstructional services beneficial to groups external to the institution (e.g., community service, cooperative extension service, etc.).

d) Academic Support - Expenditures for activities carried out primarily to provide support services that are an integral part of the operations of the instruction, research, and/or public service programs of the institution (e.g., libraries, museums and galleries, audio/visual services, computing support, ancillary support, academic administration and personnel development, course and curriculum development, etc.).

e) Student Services - Expenditures for admissions, registrar activities, and activities whose primary purpose is to contribute to the students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program (e.g., social and cultural development, supplementary educational service, counseling and career guidance, financial aid administration, student admissions and records, student health services, etc.)

f) Institutional Support - Expenditures for activities whose major purpose is to provide operational support for the day-to-day functioning of the institution, with the exception of expenditures for physical plant operations (e.g., executive management, fiscal operations, general administrative services, logistical services, community relations, etc.)

g) Operation and Maintenance of Plant - Expenditures for the operation and maintenance of physical plant, net of amounts charged to auxiliary enterprises and hospitals (e.g., for operations established to provide services and maintenance related to campus grounds and facilities, including utilities, property insurance, etc.)

h) Scholarships and Fellowships - Monies given in the form of outright grants and trainee stipends to individuals enrolled in formal credit or noncredti course work (e.g., scholarships, [outright grants in aid, trainee stipends, and prizes to undergraduate students] and fellowships [outright grants in aid and trainee stipends to graduate students]).

(2) AUXILIARY ENTERPRISE EXPENDITURES - All costs, except depreciation, of operating the institution's auxiliary enterprises, including charges for physical plant operations and general institutional support; and other direct costs and indirect costs (e.g., faculty/staff parking, faculty housing, student health services and intercollegiate athletics when operated as auxiliary enterprises).

(3) HOSPITAL EXPENDITURES - Expenditures associated with the operation of the hospital (e.g., nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations).

(4) INDEPENDENT OPERATIONS EXPENDITURES - Expenditures for those operations which are independent of, or unrelated to, the primary missions of the institution (i.e., instruction, research, public service) although they may indirectly contribute to the enhancement of these programs (e.g., major federally funded research laboratories).

A cross-over will be required to report transactional current funds expenditure data in the "Program Classification Structure" (Gulko, 1972).

REFERENCE: HEFM

CURRENT FUNDS MANDATORY TRANSFER CATEGORIES - Include all tranfers from current funds which must be made to other fund groups in order to fulfill binding legal obligations of the institution.

The following categories are recommended:

(1) PROVISION FOR DEBT SERVICE - Amounts set aside for debt retirement and interest, and to meet the required provisions for renewals and replacements to the extent not financed from other sources.

(2) LOAN FUNDS MATCHING GRANTS - Tranfers to loan funds as required to match outside gifts or grants, usually from the United States Government, unless financed from other sources.

(3) OTHER - All tranfers not included in the above categories.

REFERENCE: HEFM

CURRENT FUNDS REVENUE CATEGORIES - Standard categories that describe all unrestricted funds accepted during the reporting period plus those restricted funds which were expended for operating purposes during the reporting period.

The following categories are recommended:

(1) TUITION AND FEES - All tuition and fees assessed (net of refunds) against students for current operating purposes.

The value of all tuition and fees remissions, exemptions, or waivers should be calculated and reported as revenue even though there is no intention of collecting them from the student. Fees assessed for student health services which are operated as a service to the student body rather than as an auxiliary enterprise would be included in this category.

Even if tuition and fees are remitted to the state, as an offset to the state appropriation, these monies should still be reported in this category.

(2) GOVERNMENT APPROPRIATIONS - All unrestricted appropriations and restricted appropriations to the extent expended for current operations, including scholarships and fellowships, received from, or made available to, the institution through acts of a legislative body, exclusive of government grants and contracts.

The following fundor-level subcategories are recommended:

- a) Federal
- b) State
- c) Local

(3) GOVERNMENT GRANTS AND CONTRACTS - All revenues from government agencies which are received or made available for specific projects or programs.

The following fundor-level subcategories are recommended:

- a) Federal
- b) State
- c) Local

(4) PRIVATE GIFTS, GRANTS, AND CONTRACTS - All revenues from nongovernmental organizations or individuals, including monies resulting from the purchase of goods or services by nongovernmental entities on a contractual basis.

Unrestricted gifts, grants, and bequests, as well as restricted gifts and grants to the extent that they were expended for current operations including scholarships and fellowships are included in this category. Income from funds held in revocable trusts or distributable at the discretion of the trustees of such trusts should be reported under this classification. Monies received as a result of gifts, grants, or contracts from a foreign government would be included in this category. When the performance of contributed services is significant for an institution, the value of these services should be included in this category.

Revenues derived from contracts for activities not related to the primary missions of the instituion (i.e., instruction, research, public service) would not be included in this category.

(5) ENDOWMENT INCOME - All unrestricted income of endowment and similar funds; restricted income of endowment and similar funds to the extent expended for current operating purposes; and income from funds held in trust by others under irrevocable trusts.

The unrestricted income from endowment funds and other similar funds credited to revenues should be the total ordinary income earned (or yield) on the investments of these funds.

Income from investments of endowment funds and other similar funds does not include capital gains and losses since such gains and losses are accounted for in the endowment and similar funds group.

(6) SALES AND SERVICES - All revenues derived from the sales of goods and services of educational departments and offices not directly associated with the education of students, generated by auxiliary enterprises, and hospital operations.

The following subcategories are recommended:

a) Educational Activity - Includes sales and services revenues of an activity that is incidental to the primary missions of the institution (i.e., instruction, research, public service).

For revenue reporting purposes, the type of service rendered takes precedence over the form of the agreement by which those services are rendered. Therefore, no revenues of educational departments would be included as private gifts, grants, and contracts, even if they are performed under contract. Film rentals, scientific and literary publications, testing services, etc., would be examples of such revenues.

Also included in this category are the revenues from activities that exist to provide an instructional or laboratory experience for students and that incidentally create goods or services that may be sold to students, faculty, and staff, or to the general public, such as dairy creameries, food technology divisions, and so forth. If service to the students, rather than training and instruction, is the primary purpose of the activities, the revenue should be classified as sales and services of auxiliary enterprises.

b) Auxiliary Enterprise - Includes monies derived directly from the operation of an auxiliary enterprise.

This category does not include revenues received in the form of grants, gifts, or endowment income restricted for auxiliary enterprises but is limited to monies derived directly from the operation of the auxiliary enterprises themselves.

c) Hospital - Includes monies derived directly from (net of discounts, allowances, and provision for doubtful accounts) a hospital operated by the institution.

Included in this figure would be revenues from daily patient services (e.g., medical, surgical, pediatrics, intensive care, etc.), nursing services (e.g., operating room, recovery room, etc.), and other professional services (e.g., laboratories, blood bank, etc.). Revenues of health clinics that are part of the hospital should be included in this subcategory. Revenue from research and other grants, gifts, appropriations, and endowment income restricted for hospital operations is not included in this subcategory.

(7) INDEPENDENT OPERATIONS - All revenues associated with those operations that are independent of or unrelated to the primary

missions of the institution (i.e., instruction, research, public service) although they may indirectly contribute to the enhancement of these programs.

This category includes revenues associated with major federally funded research laboratories (e.g., Atomic Energy Commission, Jet Propulsion Labs, etc.), and other operations not considered an integral part of the institution's educational or auxiliary enterprise operations. This category does not include the net profit (or loss) from operations owned and managed as investment of the institution's endowment and similar funds group.

(8) OTHER SOURCES - All items of revenue not covered elsewhere.

This category includes revenue resulting from interest income and gains (net of losses) from investments of unrestricted current funds, revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution, monies derived from expired term endowment agreements and expired annuity and life income agreements, etc.

REFERENCE: HEFM

DEBT SERVICE - See DEDUCTION CATEGORIES.

DEDUCTION CATEGORIES - Standard categories that include all funds flowing out of any of the fund groups during the reporting period, except those funds leaving fund groups as the result of a transfer of funds.

The term expenditures is a subset of deductions and applies primarily to deductions from current funds and occasionally from plant funds.

The following categories are recommended:

(1) CURRENT FUNDS EXPENDITURES - Expenditures made from restricted and unrestricted current funds monies, except for the omission of depreciation and the handling of expenditures for a term conducted over the end of a fiscal year, for operating purposes including those funds expended for renewals and replacements of equipment.

(2) LOAN CANCELLATIONS AND WRITE-OFFS - Those amounts deducted from the loan funds to provide for uncollectible loans.

(3) EXPENDED FOR PLANT FACILITIES - All disbursements made for renovations to existing plant from the renewals and replacements subcategory of the plant funds group.

(4) DEBT SERVICE - All deductions made for the purpose of reducing the institution's debt on its physical plant from the retirement of indebtedness subcategory of the plant funds group.

If debt is incurred in any of the other fund groups, all payments made to reduce this debt would also be included in this category. Transfers made from one fund group for the purposes of satisfying debt requirements in another fund group would not be included in this category, but under transfers.

(5) OTHER - All other deductions from fund groups not included in one of the categories described above.

Examples of other deductions would be the disposal of plant facilities (from the investment in plant subcategory of the plant funds), term endowments (from the endowment and similar funds group), and administrative and collection costs of the loan funds group, etc.

REFERENCE: HEFM

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors.

The following categories are suggested:

(1) CERTIFICATE OR DIPLOMA (LESS THAN ONE YEAR) - An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span less than one academic year.

(2) CERTIFICATE OR DIPLOMA (ONE YEAR OR MORE) - An award for the successful completion of a program offered by a postsecondary education institution that covers any time span between one academic year and two academic years.

(3) ASSOCIATE DEGREE (TWO YEARS OR MORE) - The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work.

(4) BACHELOR'S DEGREE - Any earned academic degree carrying the title of Bachelor.

(5) FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees should be included:

a) Dentistry (D.D.S. or D.M.D.)
b) Law, General (LL.B. or J.D.)
c) Medicine (M.D.)
d) Optometry (O.D.)
e) Osteopathic Medicine (D.O.)
f) Podiatry (Pod.D., D.P., or P.M.)
g) Theological Professions, General (B.D., M.Div., Rabbi)
h) Veterinary Medicine (D.V.M.)
i) Other

(6) MASTER'S DEGREE - Any earned academic degree carrying the title of Master. In liberal arts and sciences, the degree is customarily granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation (e.g., L.L.M., M.S. [Master in Surgery or Master of Science], M.S.W. [Master of Social Work]) earned after the first professional degree.

(7) DOCTORAL DEGREE - An earned academic degree carrying the title of Doctor. Not to be included are first professional degrees such as M.D., D.D.S.

(8) OTHER - Includes all other categories of earned degrees/diplomas/certificates, such as specialist degrees for work completed toward a certificate (e.g., Educational Specialist, etc.).

(9) HONORARY DEGREE/DIPLOMA/CERTIFICATE - A degree/diploma/certificate awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors.

REFERENCE: DED, IEP, PM, U.S. National Center for Educational Statistics (Encyclopedia of Education)

DEGREE/DIPLOMA/CERTIFICATE STUDENT - See STUDENT STATUS.

DESIGNATED FUNDS - See RESTRICTION CATEGORIES.

DEVELOPMENT OF NEW KNOWLEDGE AND ART FORMS - See OUTCOMES OF EDUCATIONAL ACTIVITIES.

DIPLOMA - See DEGREE/DIPLOMA/CERTIFICATE.

DIRECT COSTS - Any cost which can be specifically identified with a particular activity center.

The following categories are suggested:

(1) COMPENSATION - See COMPENSATION.

(2) SUPPLIES AND SERVICES - See SUPPLIES AND SERVICES.

The institution may also have direct costs that are not recorded in its accounting system. Some of these may be:

(1) EXPENDITURES MADE BY ANOTHER STATE AGENCY - Expenditures made by a state agency that should be considered and included as direct costs of the institution. Retirement benefits which are paid for all state employees, a state purchasing agency, and a state transportation pool are examples of such expenditures.

(2) EXPENDITURES MADE BY A CENTRAL ADMINISTRATION - Any services provided by a central administrative function must be allocated to the individual campuses before direct costs are calculated if the institution is part of a statewide system.

(3) CONTRIBUTED SERVICES - Services rendered to an institution for which little or no compensation is paid. The value of contributed services is the full fair market value of the service less any payment received.

In determining the direct costs of particular Program Classification Structure (PCS) categories, the "Cost Analysis Manual" (Topping, 1974) and the "Information Exchange Procedures" (Renkiewicz and Topping, 1973) should be consulted for further clarification.

REFERENCE: CAM, CFP, HEFM, IEP

DOCTORAL DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

DONATED SERVICES - See CONTRIBUTED SERVICES.

EDUCATIONAL AND GENERAL EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

EDUCATIONAL BACKGROUND - The status of individuals relating to their educational- and work-related training and status during the reference period of time.

The following categories are suggested:

(1) NUMBER OF YEARS OF REGULAR SCHOOLING - See "Educational Attainment Level" [1460].

(2) VOCATIONAL TRAINING - An individual's completion of one or more vocational training programs (e.g., in high school, as an apprentice, and/or in all but the higher education sector of postsecondary education).

Courses received by correspondence, on-the-job training, or Armed Forces training not useful in a civilian job may not be included.

Suggested subcategories for the main field of training received are:

a) Business or Office Work
b) Nursing or Other Health Fields
c) Trades and Crafts
d) Engineering or Science Technician or Draftsman
e) Agriculture or Home Economics
f) Other Fields

(3) DEGREE(S)/DIPLOMA(S)/CERTIFICATE(S) EARNED - See DEGREE/DIPLOMA/CERTIFICATE.

REFERENCE: DED, U.S. Bureau of the Census ("1970 Census User's Guide")

ENDOWMENT AND SIMILAR FUNDS - See FUND GROUPS.

ENDOWMENT INCOME - See CURRENT FUNDS REVENUE CATEGORIES.

ENROLLMENT STATUS - A student's present attendance status in a postsecondary education institution or learning center.

The following categories are suggested:

(1) NEW UNDERGRADUATE STUDENT - A student entering an institution for the first time with less than one semester of academic credit earned at another institution which is applicable for credit at the institution of current enrollment. Also included is a student who has earned any amount of credit solely by means of the College Level Examination Program or similar academic exemption test.

(2) NEW GRADUATE STUDENT - A student entering the institution classified as a graduate level student for the first time.

(3) TRANSFER STUDENT - A student entering the institution for the first time with one semester or more of academic credit earned at another institution which is applicable for credit at the institution of current enrollment.

(4) CONTINUING STUDENT - A student enrolled during the previous academic term at the institution. Disregard summer session or other special session not considered to be part of the academic year.

See - "Continuing Students" [2160].

(5) READMITTED STUDENT - A student previously enrolled at the institution, but not enrolled during the academic term immediately preceding the current term. Disregard summer session or other special session not considered to be part of the academic year.

See - "Readmitted Students" [2170].

(6) OTHER - An individual who is entering a postsecondary education institution or learning center for the first time and is not included in any of the preceding categories.

Individuals entering other postsecondary education institutions or learning centers (e.g., recreational schools, schools that teach real estate sales, free universities, etc.) for the first time would be included in this category.

REFERENCE: IEP

ETHNIC STATUS - A division of individuals into categories reflecting common customs, traits, nativity, and/or racial backgrounds.

Definitions of civil rights categories do not correspond to strict scientific definitions, but to student self-reported designations. The following categories and definitions are those developed by the Federal Interagency Committee on Education (FICE). While these categories are still tentative, they represent the most timely and substantive contribution to a revision of civil rights categorizations.

(1) AMERICAN INDIAN OR ALASKA NATIVE - A person having origins in any of the original peoples of North America.

(2) ASIAN OR PACIFIC ISLANDER - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

(3) BLACK/NEGRO - A person having origins in any of the original peoples of sub-Sahara Africa.

(4) HISPANIC - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

(5) WHITE, OTHER THAN HISPANIC - A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.

REFERENCE: Federal Interagency Committee on Education (FICE)

EXECUTIVE/ADMINISTRATIVE/MANAGERIAL - See MANPOWER RESOURCE CATEGORIES.

EXEMPT EMPLOYEE - An employee whose conditions of employment and compensation are not subject to the provisions of the Fair Labor Standards Act as amended. Exempt employees are not eligible for overtime payment. According to Section

13 of the act, an exempt employee is "any employee employed in a bona fide executive, administrative, or professional capacity."

REFERENCE: MAM

EXPENDITURE - All amounts of money paid out by a government--net of recoveries and other correcting transactions--other than for retirement of debt, investment in securities, extension of loans, and agency transactions.

Amounts for all funds and agencies of a government, including the "general fund," special revenue, special assessment, trust, sinking, and utility funds, and all other funds used to account for payments in the name of the government of any boards, commissions, or other agencies classified as part of the government are included in this category.

Expenditure relates to external payments of the government only. Intragovernmental tranfers are used only to provide guidance concerning the allocation of external payments.

For postsecondary education expenditures see CURRENT FUNDS EXPENDITURE CATEGORIES.

REFERENCE: U.S. Bureau of the Census (Classification Manual, Governmental Finances)

EXPENDITURES FOR ITEMS PURCHASED FOR RESALE - See OBJECTS OF EXPENDITURE.

EXPENDITURES MADE BY A CENTRAL ADMINISTRATION - See DIRECT COSTS.

EXPENDITURES MADE BY ANOTHER STATE AGENCY - See DIRECT COSTS.

EXTENSION CENTER(S) - See INSTITUTIONAL STRUCTURE.

FACULTY - Those individuals employed at an institution to perform both instruction and research activities.

REFERENCE: MAM

FACULTY ACTIVITY CATEGORIES - The activities that faculty members may perform in the context of their professional lives.

The following faculty activity classification scheme (see "Faculty Activity Analysis: Procedures Manual" [Manning and Romney, 1973]) is suggested, since it provides a comprehensive set of faculty activity categories by which faculty assignments can be related to a reporting unit's programs and activities. The faculty activity categories are:

(1) TEACHING ACTIVITIES

- a) Scheduled Teaching - All teaching activity that is directly related to courses of study. These courses may be degree or nondegree related, credit or noncredit, day or evening, part of the regularly assigned teaching program, or overload teaching for night school.

- b) Unscheduled Teaching - All teaching activities that are not associated with specific courses (e.g., guest lecturing for another instructor, thesis advising, giving colloquia within the institution, etc).

- c) Academic Program Advising - Helping or advising students concerning what courses to take, course requirements for a particular program, scheduling the necessary courses, and program standards.

  Personal and career guidance efforts are not included under academic program advising.

- d) Course and Curriculum Research and Development - The time spent in planning future courses and designing future curricular requirements.

(2) RESEARCH, SCHOLARSHIP, AND CREATIVE WORK ACTIVITIES

- a) Specific Projects - All activities that involve the practice of a research, scholarship, or creative work-related skill (e.g., securing new grants, giving recitals, writing articles, etc.).

- b) General Scholarship and Professional Development - The time spent in keeping current in a professional field (e.g., attending professional meetings, editing a journal or book, reading articles and books related to one's profession, etc.).

(3) INTERNAL SERVICE ACTIVITIES

- a) Student-Oriented Service - Time spent in general contact with, or service to, students (e.g., personal, career, and financial counseling of students, sponsoring student organizations, participating in student programs, etc.).

- b) Administrative Duties - All administrative duties other than those directly related to courses or research (e.g., administering department subunits, keeping records, recruiting students, etc.).

c) Committee Participation - All committee activities related to academic affairs and institutional governance that have not been included elsewhere (e.g., collective bargaining committees, general department staff meetings, etc.).

(4) PUBLIC SERVICE - Those activities that are directed principally outside the institution (e.g., consulting, giving professional advice, urban extension, etc.).

There may be other faculty activity classification schemes, but the above categories are suggested because of their comprehensiveness.

REFERENCE: FAA

FACULTY RANK TITLES - The institutionally designated official title or grade of a faculty member.

The following categories are suggested:

(1) PROFESSOR

(2) ASSOCIATE PROFESSOR

(3) ASSISTANT PROFESSOR

(4) INSTRUCTOR

(5) LECTURER

(6) TEACHING ASSOCIATE

(7) TEACHING ASSISTANT

(8) UNDESIGNATED RANK

Faculty rank is a function of a number of variables, such as responsibility, length of service, academic expertise, etc. These data are generally linked with compensation and program and/or activity assignments.

REFERENCE: DED, IEP, MAM

FAMILY INCOME - The adjusted gross annual income (as defined by the Internal Revenue Code) for a student's parents except where the student is classified as "independent." Under Federal regulations, a student may be classified as an independent student for financial aid purposes only if all three of the following conditions apply:

(1) A student was not claimed as an income tax exemption in either the current or previous year by anyone other than his or her spouse.

(2) A student did not receive financial assistance of more than $600 from his or her parents or guardians during the current or previous year, and

(3) A student did not live with his or her parents or guardians for more than two consecutive weeks during the current or previous year.

REFERENCE: IEP

FARM WORKER - See OCCUPATION.

FEDERAL INTERAGENCY COMMITTEE ON EDUCATION (FICE) CODE - See INSTITUTION CODE.

FEDERAL VENDOR NUMBER - See INSTITUTION CODE.

FELLOWSHIPS - See SCHOLARSHIPS AND FELLOWSHIPS.

FINAL COST OBJECTIVES - Those activity centers of the Program Classification Structure (PCS) whose outcomes are directly related to the accomplishment of the primary missions of the institution (i.e., instruction, research, public service), or do not demonstrate a vital support function for other programs within the institution.

Final cost objectives may or may not be eligible to receive costs from support activity centers.

REFERENCE: CAM

FINANCIAL AID - See SCHOLARSHIPS AND FELLOWSHIPS, LOAN, WORK/STUDY ASSISTANCE, and "Financial Aid - Total" [2250].

FIRST PROFESSIONAL - See STUDENT LEVEL.

FIRST PROFESSIONAL DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

FISCAL YEAR - The institutionally defined consecutive twelve-month period for which information on financial and other types of transactions is available.

REFERENCE: IEP

FOREGONE INCOME - See PRESENT VALUE OF FOREGONE INCOME.

FOUR-ONE-FOUR - See PREDOMINANT CALENDAR SYSTEM.

FRINGE BENEFITS - See COMPENSATION.

FULL COSTS - The sum of direct costs, capital costs and allocated support costs for an activity center or group of activity centers.

This figure is the total of all funds assigned to a program(s) and/or activity(ies).

REFERENCE: CAM, CFP, IEP

FUNCTIONAL SUITABILITY OF FACILITY - An institutionally and/or state defined rating for the appropriateness of the facility for its assigned activities (e.g., satisfactory, needs major renovation, inadequate for this program, etc.).

For some purposes it may be useful to tabulate or organize these data into various categories by organizational unit, room use categories, programs and/or activities, condition of facility, and various utilization rates.

REFERENCE: DED, SAM

FUND BALANCE - The difference between the assets and liabilities of a particular fund group.

For some purposes it may be useful to tabulate this information by restriction categories, over various time periods (e.g., beginning of the fiscal year, end of the fiscal year, etc.), and trend characteristics (e.g., positive or negative, percentage change from one time period to another, etc.).

REFERENCE: HEFM

FUND GROUPS - Standard categories that describe the various funds used by postsecondary education institutions for accounting purposes.

The following categories are recommended:

(1) CURRENT FUNDS - Resources used, or available for use, in carrying out the institution's day-to-day operations (analogous to the checking account of the institution). It does not include resources which are available for current purposes but designated by the governing board for other fund groups.

(2) LOAN FUNDS - Resources that have been loaned and those still available to be loaned, to students, faculty, and staff.

The only unrestricted funds that would be accounted for in this fund group would be those funds designated for loan purposes by the governing board. All other resources in this fund group would be restricted funds.

(3) ENDOWMENT AND SIMILAR FUNDS - Funds the insitution invests in order to produce income that can be used to support operations.

The following subcategories are recommended:

a) Endowment Funds - Funds for which donors or other outside agencies have stipulated, as a condition of the gift instrument, that the principal always be maintained inviolate. Only the income derived from investments may be used for restricted or unrestricted purposes. Maintaining the principal intact is mandatory for monies of this subcategory.

b) Term Endowment Funds - Funds similar to endowment funds except that, after a stated period of time or a particular event, all or a part of the principal may be expended. The expenditure may be for general purposes or for a restricted purpose, if a restriction was stipulated by the donor.

c) Quasi-Endowment Funds - Unrestricted funds (functioning as endowment) which the governing board of the institution (rather than a donor or other outside agency) has determined are to be retained and treated as endowment funds. Since these are internally designated funds rather than externally restricted funds, the governing board may decide at any time to expend the principal of these funds or to redesignate them for some purpose other than endowment.

In the fund accounting balance sheet, separate balances are shown for each of these separate endowment subgroups.

Higher education institutions generally employ two methods for determining the amount of income available for use. One method stipulates that only realized earnings (e.g., interest and dividends) from the investment of endowment funds may be used, the rest must remain as invested principal. The second method (known as the total return concept) allows a portion of the unrealized capital gains of invested endowment funds to be used to support operations. Both methods of determining the endowment income available for use are in accordance with generally accepted accounting procedures. The institution's governing board generally decides which procedure is appropriate for the institution's particular needs.

(4) ANNUITY AND LIFE INCOME FUNDS - Funds which the institution acquires subject to agreements requiring that payments be made for a certain period of time to one or more beneficiaries as stipulated by the donor.

Annuity funds and life income funds are maintained and accounted for as two separate funds, but they are usually combined into the annuity and life income funds group for reporting purposes. If the institution is obligated to pay a stipulated amount, the fund is classified as an annuity fund. If the institution binds itself to pay to the beneficiaries only the income earned by the assets of the fund, it is classified as a life income fund. Upon the death of the beneficiary or at a particular specified time, the principal of the annuity or life income fund becomes the property of the institution, to be used in accordance with the terms of the agreement. All funds in this group are restricted.

(5) PLANT FUNDS - The current dollar value of all of the institution's physical plant assets, plus all monies which the institution intends to use to support plant operations. Fund accounting handles the institution's physical plant assets in a separate fund group rather than reporting them as fixed assets of any one fund group.

The monies used for plant operations are classified in four subcategories, each defined in terms of the way in which it is intended that its resources shall be used:

a) Unexpended Plant Funds - Funds available for the acquisition of physical properties but unexpended at the date of reporting.

b) Funds for Renewals and Replacements - Funds set aside for renewal and replacement of institutional properties. This would not include funds to be used for ordinary maintenance and repair of institutional properties--such monies would be included in the current funds group. Funds for renewal and replacement represent a form of funding in lieu of depreciation.

c) Funds for Retirement of Indebtedness - Funds set aside for debt service charges and for the retirement of indebtedness on institutional properties.

d) Investment in Plant - This subcategory is used to report the value of the institution's physical plant facilities. On the balance sheet the liabilities in this subcategory show how much has been expended for plant facilities as well as the amount of outstanding debt on physical plant.

(6) AGENCY FUNDS - Funds not owned by the institution but for which it often acts as fiscal agent.

Usually the institution is providing accounting services to the organization or person(s) to which the monies belong. All funds held by the institution as custodian or fiscal agent for others, such as student organizations, individual students, or faculty members, are reported in this fund group. Whenever the purpose of a particular report or financial statement is to disclose the total resources available for use by the institution, agency funds are excluded or only footnoted.

Certain categories of assets, liabilities, and fund balances will appear on the fund accounting balance sheet within each of the fund groups.

REFERENCE: HEFM

GEOGRAPHIC ORIGIN - The legal residence, including home address, of a student at the time of original admission to the institution.

The following categories are suggested:

(1) IN-DISTRICT STUDENT - A student who is legally domiciled within the district of the institution he or she is attending.

(2) IN-STATE STUDENT - A student who attends a postsecondary education institution in the state in which he or she is legally domiciled. If the institution also tabulates in-district student data, care should be exercised to avoid double-counting.

(3) OUT-OF-STATE STUDENT - A student who attends a postsecondary education institution outside of the state in which he or she is legally domiciled. Foreign students are included in this category.

Geographic origin data may be useful in analyzing interstate and intrastate student migrations.

The in- and out-of-state student categories of this glossary term should not be confused with the "In-State Students" [5150] and "Out-of-State Students" [5170] measures in the Inventory proper. The former designations are for purposes of classifying a student's legal residence upon first admission, while the latter are for classifying a student's current legal residency, usually for tuition and fees purposes.

A student may be classified the same under both designations for his or her entire attendance at the reporting unit, or may be classified differently for geographic origin purposes and for current residency classification purposes. The primary difference between the two designations is that the student's original legal residence (i.e., geographic origin) never changes while in attendance at the same institution, irrespective of the passage of time or tuition and fees considerations, while his or her current legal residency at the same institution can be changed.

REFERENCE: IEP

GOVERNMENT APPROPRIATIONS - See ADDITION CATEGORIES.

GOVERNMENT GRANTS AND CONTRACTS - See ADDITION CATEGORIES.

GRADUATE I - See STUDENT LEVEL.

GRADUATE II - See STUDENT LEVEL.

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GRADUATE TRANSFER - See ENROLLMENT STATUS.

HEARING - See PHYSICAL HANDICAP STATUS.

HISPANIC - See ETHNIC STATUS.

HOMEMAKER - See OCCUPATION.

HONORARY DEGREE/DIPLOMA/CERTIFICATE - See DEGREE/DIPLOMA/CERTIFICATE.

HOSPITAL - An organizational entity that exists to furnish medical and surgical treatment (including nursing services, other professional services, general support and administrative services, fiscal services, operation and maintenance of plant services, etc.) to sick and injured persons or animals.

These organizational units also may be involved in instruction, research, and public service programs and activities.

REFERENCE: HEFM

HOSPITAL EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

HOUSING UNIT - A single room or group of rooms occupied as separate living quarters.

It must have direct access from the outside or through a common hall, and/or a kitchen or cooking equipment for the exclusive use of the occupants.

This glossary term is used in the "Housing Starts" [1260] and "Vacancy Rate in Rental Housing" [1270] measures.

REFERENCE: U.S. Department of Commerce ("Dictionary of Economic and Statistical Terms")

IN-DISTRICT STUDENT - See GEOGRAPHIC ORIGIN.

IN-STATE STUDENT - See GEOGRAPHIC ORIGIN.

INDEPENDENT OPERATIONS - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES and CURRENT FUNDS REVENUE CATEGORIES.

INDEPENDENT OPERATIONS EXPENDITURES - See CURRENT FUNDS EXPENDITURE CATEGORIES.

INSTITUTION - An organization or establishment devoted to the promotion, development, and attainment of a particular objective(s).

In the NCHEMS Information Exchange Procedures project, this term and unit described are used interchangeably, except in the case of institution or learning center name.

REFERENCE:

INSTITUTION CODE - The code designation for the institution described by the name of the institution.

The two standardized coding schemes described briefly below are recommended for use wherever possible.

(1) FEDERAL INTERAGENCY COMMITTEE ON EDUCATION (FICE) CODE - An unstructured number that is unique for each institution and remains the institutional identification number for the life of the institution. The primary utility of the FICE code is that it provides a precise identification of a particular higher education institution.

(2) FEDERAL VENDOR NUMBER - A number assigned to those institutions that have done, or are doing, business with the federal government, its departments, and/or agencies. Vendor numbers have been assigned to a broader group of postsecondary education institutions than are covered by the FICE code.

The FICE code should be given preference over the federal vendor number whenever both are available.

REFERENCE: DED, IEP

INSTITUTION OR LEARNING CENTER NAME - The legal name of the institution or learning center.

The name of the institution or learning center excludes campus names denoting location, branch, and/or extension center. Institution or learning center name, as defined here, is not to be used interchangeably with unit described.

REFERENCE: DED, IEP

INSTITUTIONAL CONTROL - See LEGAL IDENTITY.

INSTITUTIONAL STRUCTURE - The type of structure which comprises the institution.

The following conventional descriptors have been developed to describe common types of structures:

(1) SINGLE CAMPUS INSTITUTION - A structure having only one campus.

(2) MAIN CAMPUS PLUS BRANCH(ES) AND/OR EXTENSION CENTER(S) - A structure consisting of one parent campus plus any number of branch campuses and/or extension centers.

(3) MULTI-CAMPUS SYSTEM - A structure consisting of several administratively equal campuses and often controlled by one central office.

(4) OTHER INSTITUTIONAL STRUCTURES - An institutional structure not accounted for in the above distinctions. If this category is used, the structure should be briefly explained.

REFERENCE: DED, IEP

INSTITUTIONAL SUPPORT - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

INSTRUCTION - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

INSTRUCTION/RESEARCH - See MANPOWER RESOURCE CATEGORIES.

INSTRUCTOR - See FACULTY RANK TITLES.

INTERCOLLEGIATE ATHLETICS - Formally organized athletic activities which involve competition of teams of individuals representing two or more colleges or universities. Typically, a fee related to, but not necessarily equal to, the cost of the service is charged.

See also - AUXILIARY ENTERPRISE.

INTERNAL SERVICE ACTIVITIES - See FACULTY ACTIVITY CATEGORIES.

INVESTMENT INCOME - See ADDITION CATEGORIES.

LABORER (UNSKILLED) - See OCCUPATION.

LAND - See CAPITAL ASSET.

LAND IMPROVEMENT - See CAPITAL ASSET and CAPITAL COSTS.

LECTURER - See FACULTY RANK TITLES.

LEGAL IDENTITY - The constituency which controls policy for the reporting unit.

The following categories and subcategories are suggested:

(1) PUBLIC - Control of policy originates directly or indirectly from a constitutionally defined governmental entity.

Included in this category are:

a) Federal Government
b) State Government
c) Political Subdivision (for example, municipality)
d) State and Local Government (shared)
e) Federal and State Government (shared)

(2) PRIVATE - Control of policy originates primarily from a nongovernmental entity.

Included in this category are:

a) Independent nonprofit group or organization
b) Proprietary (profit making or seeking--tax paying)

(3) OTHER - Control of funding and/or policy originating from a combination of governmental and nongovernmental entities.

REFERENCE: DED, IEP

LOAN - Money made available on a loan basis to a student for assistance.

National Direct Student Loans and other similar programs would be included. Excluded are short-term loans (usually for three months) that are available to all students for such purposes as deferred tuition and fees payment plans.

See also "Financial Aid - Total" [2250].

REFERENCE: CAM, IEP

LOAN CANCELLATIONS AND WRITE-OFFS - See DEDUCTION CATEGORIES.

LOAN FUNDS - See FUND GROUPS.

LOAN FUNDS MATCHING GRANTS - See CURRENT FUNDS MANDATORY TRANSFER CATEGORIES.

LOCALITY - A region within the borders of a state.

REFERENCE:

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LOWER DIVISION - See STUDENT LEVEL.

MAIN CAMPUS PLUS BRANCH(ES) AND/OR EXTENSION CENTER(S) - See INSTITUTIONAL STRUCTURE.

MANDATORY TRANSFER - See TRANSFER CATEGORIES.

MANPOWER RESOURCE CATEGORIES - Categories of postsecondary education employees who primarily perform certain general kinds of activities. Each category of employee represents a different kind of manpower resource available to the institution.

For management purposes, the following categories are recommended:

(1) EXECUTIVE/ADMINISTRATIVE/MANAGERIAL - Exempt employees employed for the primary purpose of managing the institution or a customarily recognized department or subdivision thereof.

By convention this category includes deans but most commonly, although not always, will exclude chairmen of academic departments (who usually are classified as Instruction/Research employees). Inclusion in this category requires the individual to have supervisory responsibilities.

(2) INSTRUCTION/RESEARCH - Individuals employed for the primary purposes of performing instruction and research activities.

Typically includes only exempt employees (although in some, primarily proprietary, institutions they may be nonexempt). In most institutions of postsecondary education, these employees are the "faculty."

Research professionals include the exempt research staff. At most institutions it is appropriate to include department chairmen in this group, since their classification and assignments are still primarily instruction and research. However, there are a significant number of major institutions where the department head is actually an administrator, to whom have been delegated specific administrative responsibilities and authority. Where such a situation exists, the department chairman is more appropriately classified as an Executive/Administrative/Managerial professional.

(3) SPECIALIST/SUPPORT - Exempt employees employed for the primary purposes of performing (typically) academic support, student service, and institutional support activities. Excludes individuals who have executive or managerial (supervisory) responsibilities in these areas. Includes such employees as librarians, accountants, systems analysts, student personnel workers, counselors, salesmen, recruiters, and so forth.

(4) TECHNICAL - Nonexempt employees employed for the primary purpose of performing technical activities (that is, activities pertaining to the mechanical or industrial arts or the applied sciences).

(5) OFFICE/CLERICAL - Nonexempt employees employed for the primary purpose of performing clerical activities.

(6) CRAFTS/TRADES - Nonexempt employees employed for the primary purpose of performing (manually) skilled activities in a craft or trade.

(7) SERVICE - Nonexempt employees employed for the primary purpose of performing service (often unskilled) activities.

Included in this category are such employees as custodians, groundskeepers, security guards, food service workers, and so forth.

REFERENCE: MAM

MARITAL STATUS - The legal status of an individual with respect to marriage.

The following categories are suggested:

(1) SINGLE

a) without dependents
b) with dependents

(2) MARRIED

a) without dependents
b) with dependents

REFERENCE:

MARRIED - See MARITAL STATUS.

MASTER'S DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

MILITARY STATUS - A classification of an individual according to whether or not he or she is, or has been, in the Armed Forces of the United States.

The following categories are suggested:

(1) Have never served in the Armed Forces

(2) Have served in the Armed Forces

a) Eligible for veterans' benefits
b) Not eligible for veterans' benefits

REFERENCE:

MULTI-CAMPUS SYSTEM - See INSTITUTIONAL STRUCTURE.

NET REALIZED GAINS ON THE SALE OF INVESTMENTS - See ADDITION CATEGORIES.

NEW GRADUATE STUDENT - See ENROLLMENT STATUS.

NEW UNDERGRADUATE STUDENT - See ENROLLMENT STATUS.

NONCAPITAL EQUIPMENT - See SUPPLIES AND SERVICES.

NONDEGREE/DIPLOMA/CERTIFICATE - See STUDENT LEVEL.

NONDEGREE/DIPLOMA/CERTIFICATE STUDENT - See STUDENT STATUS.

NONEXEMPT EMPLOYEE - An employee whose conditions of employment and compensation are subject to the provisions of the Fair Labor Standards Act of 1938, as amended. These employees are eligible for overtime payment.

REFERENCE: MAM

NONMANDATORY TRANSFER - See TRANSFER CATEGORIES.

NORMAL STUDENT LOAD - The number of credit hours (or other units required for graduation) divided by the number of semesters, quarters, etc. normally taken in a degree/diploma/certificate program.

It is expected that the normal student load will differ between institutions and program levels. Differences may even be shown to exist within programs and program levels of an institution.

The average load of an institution or of its various program levels may be equal to the normal student load, but they need not and probably will not be the same.

REFERENCE: IEP

NORMAL TIME TO COMPLETE A STUDENT PROGRAM - An institutionally specified number of semesters or semester equivalents denoting the number of semesters defined as normal for the completion of requirements for each degree/diploma/certificate program offered.

This term may be useful in determining the normal student load for students enrolled in an institution or its programs and activities. Institution catalogs often contain information about normal times to complete various student programs.

REFERENCE:

NOT ON CLEAR STATUS - See TERMINATION STATUS--STUDENT.

NUMBER OF YEARS OF REGULAR SCHOOLING - See EDUCATIONAL BACKGROUND.

OBJECTS OF EXPENDITURE - The classification of institutional expenditures according to the type of goods or services received in return for the expenditures.

The following expenditure categories are suggested:

(1) COMPENSATION - See also COMPENSATION.

- a) Instruction/Research Compensation - All compensation for Instruction/Research employees.
- b) Administrative/Support Compensation - All compensation for Executive/Administrative/Managerial and Specialist/Support employees.
- c) Nonexempt Staff Compensation - All compensation for Technical, Office/Clerical, Crafts/Trades, and Service employees.

(2) SUPPLIES AND SERVICES - See SUPPLIES AND SERVICES.

(3) RENT - See also RENT.

- a) Rental Expenditures for Equipment
- b) Rental Expenditures for Buildings and Land Improvement

(4) CAPITAL ASSET - See also CAPITAL ASSET.

- a) Capital Expenditures for Equipment
- b) Capital Expenditures for Buildings and Land Improvement

(5) SCHOLARSHIPS AND FELLOWSHIPS - See SCHOLARSHIPS AND FELLOWSHIPS.

(6) EXPENDITURES FOR ITEMS PURCHASED FOR RESALE.

REFERENCE: CAM, IEP, HEFM

OCCUPATION - The usual or principal work or business of an individual.

The following categories are suggested:

(1) OFFICIAL OR MANAGER - An occupation requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.

(2) PROFESSIONAL - An occupation requiring either college graduation or experience of such kind and amount as to provide a comparable background.

(3) TECHNICIAN - An occupation requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on-the-job training.

(4) SALES WORKER - An occupation engaging wholly or primarily in direct selling.

(5) OFFICE OR CLERICAL WORKER - An occupation that involves clerical-type work regardless of level of difficulty.

(6) CRAFTSMAN (SKILLED) - A manual worker of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in his or her work. He or she exercises considerable independent judgment and usually receives an extensive period of training.

(7) OPERATIVE (SEMISKILLED) - A worker who operates machines or processing equipment or performs other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.

(8) LABORER (UNSKILLED) - A worker in a manual occupation which generally requires no special training. He or she performs elementary duties that may be learned in a few days and require the application of little or no independent judgment.

(9) SERVICE WORKER - A worker in both protective and nonprotective service occupations.

(10) FARM WORKER - A farmer, farm manager, foreman, or laborer.

(11) HOMEMAKER - A person who manages a home, including housekeepers.

(12) OTHER - This category should be used when none of the above distinctions are appropriate.

REFERENCE: U.S. Bureau of the Census ("1970, Census User's Guide Part I")

OFFICE/CLERICAL - See MANPOWER RESOURCE CATEGORIES.

OFFICE OR CLERICAL WORKER - See OCCUPATION.

OFFICIAL OR MANAGER - See OCCUPATION.

OPERATION AND MAINTENANCE OF PLANT - An organizational entity that exists to provide services and maintenance activities related to institutional grounds and facilities.

> Operation and maintenance of plant usually includes custodial services, building and equipment maintenance, utilities, grounds maintenance, and other related services.
>
> REFERENCE: HEFM, PCS

OPERATIVE (SEMISKILLED) - See OCCUPATION.

ORGANIZATIONAL UNIT - An academic department or other organizational division that has fiscal, programmatic, and administrative responsibility for a specific set of activities.

> REFERENCE: DED, IEP

OTHER LEARNING CENTERS - See POSTSECONDARY EDUCATION INSTITUTION AND LEARNING CENTER CATEGORIES.

OUT-OF-STATE STUDENT - See GEOGRAPHIC ORIGIN.

OUTCOMES OF EDUCATIONAL ACTIVITIES - This term relates to the institutional outcomes or objectives individuals feel they are serving through their educational activities.

> The following list of outcomes (see "Faculty Activity Analysis: Procedures Manual" [Manning and Romney, 1973]) is suggested, since it provides a comprehensive set of outcome categories by which all educational assignments can be related to reporting unit programs and activities.
>
> The outcomes of educational activity categories are:
>
> (1) STUDENT GROWTH AND DEVELOPMENT - Results and benefits of activities that contribute to enhancing personal, social, academic, and/or career aspects of the students.

(2) DEVELOPMENT OF NEW KNOWLEDGE AND ART FORMS - Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art in society.

(3) COMMUNITY SERVICE AND DEVELOPMENT - Results and benefits of activities that contribute to educational growth in, and provide short- or long-range utility to, the nonacademic community.

(4) INSEPARABLE COMBINATION - Results and benefits of activities that contribute to student growth and development, development of new knowledge and art forms, and community service and development that cannot be reasonably separated. (Please separate if at all possible.)

There may be other outcomes of educational activity classification schemes, but the above categories are suggested because of their comprehensiveness.

REFERENCE: FAA, OUTCOMES

OWNERSHIP - The agency with which the title(s) to land(s), building(s), or other physical facilities rests.

The following categories are suggested:

(1) Owned Fee Simple.

(2) Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).

(3) Title vested in a holding company or building corporation to which payments are being made by the institution. The title will ultimately pass to the institution. (Includes lease-purchase arrangements.)

(4) Not owned by the institution, but leased or rented to the institution at a typical local rate.

(5) Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.

(6) Not owned by the institution, but shared with an educational organization that is not a postsecondary education institution.

(7) Not owned by the institution, but shared with another postsecondary education institution.

(8) Other (e.g., not owned by the institution, but shared with a non-educational institution, etc.).

REFERENCE: DED, FICM

PHYSICAL HANDICAP STATUS - The physical deficiencies and/or impairments of individuals.

The following categories are recommended:

(1) AMBULATORY

(2) SIGHT

(3) HEARING

(4) OTHER

REFERENCE: DED

PLANT FUNDS - See FUND GROUPS.

POSTSECONDARY EDUCATION - All organized or structured individual or group activities for persons beyond compulsory school age or graduates of high schools designed to improve or expand individual or group knowledge, competencies, and levels of achievement.

REFERENCE:

POSTSECONDARY EDUCATION INSTITUTION - See POSTSECONDARY EDUCATION INSTITUTION AND LEARNING CENTER CATEGORIES.

POSTSECONDARY EDUCATION INSTITUTION AND LEARNING CENTER CATEGORIES - Institutions and learning centers include, but are not limited to, study in an academic, vocational, technical, home study, business, professional, or other school, college, or university, or other organization or person offering educational credentials or offering instruction or educational services (primarily to persons who have completed or terminated their secondary education or who are beyond the age of compulsory high school attendance) for attainment of educational, professional, and/or vocational objectives.

The following categories and subcategories are recommended:

(1) POSTSECONDARY EDUCATION INSTITUTION - Includes any institution for which education (encompassing instruction, public service, and research) offered to individuals who have completed secondary education or who are beyond the compulsory school attendance age is the primary objective:

a) Doctoral-Granting Universities - Institutions which offered a wide range of doctoral, master's, and baccalaureate programs in a specified fiscal year.

  i) Major Research Universities - Universities which awarded over fifty doctoral degrees and that received over ten million dollars in federal government support of the academic sciences in a specified fiscal year.

  ii) Other Research Universities - Those universities which awarded over thirty doctoral degrees and that received over five million dollars in federal government support of the academic sciences in a specified fiscal year.

  iii) Other Doctoral-Granting Universities - All other universities which offered and/or awarded any doctoral degrees in a specified fiscal year. This would include any institution devoting resources to a doctoral program regardless of whether a degree was actually awarded.

b) Comprehensive Colleges and Universities - Institutions having no doctoral programs which offered and/or awarded master's degrees in a specified fiscal year.

c) General Baccalaureate Colleges - Institutions having no doctoral or master's programs which offered and awarded bachelor's degrees in a specified fiscal year.

d) Separate Specialized Professional Schools - Institutions which offered programs in one or more related professional areas at least at the baccalaureate level in a specified fiscal year.

  i) Divinity Schools

  ii) Medical Schools and Centers

  iii) Other Health Professions Schools (Dentistry, Optometry, Osteopathy, Podiatry, Veterinary Medicine, Nursing, Public Health, Pharmacy, Chiropractic Medicine, and Professional Psychology)

  iv) Schools of Engineering and Technology

  v) Schools of Business and Management

  vi) Schools of Art, Music, and Design

  vii) Schools of Law

  viii) Teachers Colleges

  ix) Other Specialized Institutions and Centers (for example, graduate centers, military academies, miscellaneous specialized kinds of institutions, etc.)

e) Community/Junior Colleges - Institutions which offered academic and vocational/technical programs at less than the baccalaureate level in a specified fiscal year.

i) Comprehensive Community/Junior Colleges - Institutions which offered a wide range of both academic and vocational programs.

ii) Academic Community/Junior Colleges - Institutions which offered academic programs, and possibly a few vocational/technical programs, generally but not exclusively for transfer credit into baccalaureate programs in other institutions.

f) Comprehensive Vocational/Technical Schools - Institutions which offered a wide range of occupational education programs, and possibly a few academic programs, generally at less than the baccalaureate level in a specified fiscal year.

g) Specialized Vocational/Technical Schools - Institutions which offered either a single occupational education program or a set of closely related occupational programs generally at less than the baccalaureate level in a specified fiscal year.

i) Technical Institutes - Institutions which offered instruction in one or more of the technologies at a level below the professional level and above the skilled trades.

ii) Business/Commercial Schools - Institutions which offered programs for business occupations (for example, secretarial, data processing, accounting, etc.).

iii) Cosmetology Schools - Institutions which offered programs in beauty treatments (for example, care and beautification of hair, complexion, hands, etc.).

iv) Flight Schools - Institutions which offered programs for training in technical fields related to aviation (for example, aircraft mechanic, pilot, etc.).

v) Trade Schools - Institutions which offered programs in one or more trades (for example, auto mechanics, bartending, locksmithing, etc.).

vi) Health Care Schools - Institutions which offered programs in one or more of the medical or paramedical occupations. Many of those institutions are affiliated with some health care delivery organization such as a hospital, clinic, or sanatorium.

vii) Recreation Schools - Institutions which offered programs in recreational subject matter areas (for example, mountain climbing, boating, arts and crafts, etc.).

viii) Foreign Language Schools - Institutions which offered programs in one or more foreign languages.

ix) Real Estate Schools - Institutions which offered programs concerned with real estate (for example, selling techniques, property assessment, real estate financing, etc.).

x) Modeling and Finishing Schools - Institutions which offered programs concerned with modeling and "finishing."

xi) Other - Schools or institutions not classified in any of the above groups (for example, Job Corps centers, correctional institutions, vocational rehabilitation schools, schools for the handicapped or retarded, etc.).

(2) OTHER LEARNING CENTERS - Includes any institution for which education (encompassing instruction, public service, and research) offered to individuals who have completed secondary education or who are beyond the compulsory school attendance age is a secondary objective (for example, churches, YMCAs, YWCAs, city recreation programs, secondary schools, libraries, museums, hospitals, art galleries, labor unions, public radio and television, civic organizations, industrial organizations, military organizations, professional associations, chambers of commerce, agricultural experiment stations, Federal research centers, zoos, theatres, concert halls, botanical gardens, historical monuments, etc.).

The above recommended list of postsecondary institution and learning center categories, because of its comprehensive coverage of postsecondary education (rather than just higher education) and its potential to provide an umbrella and reference point from which additional refinements can be made, should be of considerable interest to state-level planners and decision makers. The list also should prove useful in categorizing, organizaing, and displaying information about postsecondary education programs and activities in a multitude of settings.

The delineation of two basic objectives in this categorization (i.e., the delivery of postsecondary education programs and activities as a primary objective or as a secondary objective of the institution or learning center) were developed as a result of input from the various advisory groups and task forces for the NCHEMS Statewide Projects. In addition, the list has drawn heavily on previous efforts in this area carried out by the Carnegie Commission on Higher Education, National Center for Educational Statistics, National Commission on the Finanacing of Postsecondary Education, and Academy for Educational Development.

REFERENCE: Education Commission of the States ("Model State Legislation"), National Commission on the Financing of Postsecondary Education ("Financing Postsecondary Education in the United States"), Academy for Educational Development ("The Campus Resources of

Higher Education in the United States of America"), U.S. National Center for Educational Statistics ("Directory of Postsecondary Schools with Occupational Programs 1971 Public and Private"), Carnegie Commission on Higher Education ("A Classification of Institutions of Higher Education")

POSTSECONDARY EDUCATION INSTITUTION SIZE CATEGORIES - Standard categories which describe the average headcount student enrollment for an academic year at a postsecondary education institution.

The following categories of average headcount enrollment for an academic year are recommended:

Less than 250
250 - 499
500 - 999
1000 - 2499
2500 - 4999
5000 - 9999
10,000 - 19,999
20,000 and above.

This notion may be most useful in planning efforts that relate to finances, facilities, personnel, and programs and activities; and to a lesser extent, because of its broad focus (e.g., does not differentiate between day and/or evening enrollments, etc.), to institutional master planning efforts.

That portion of other learning opportunities that deals with postsecondary education may be categorized, organized, and tabulated using the above categories, but the categories are primarily intended for use by postsecondary education institutions.

REFERENCE:

PREDOMINANT CALENDAR SYSTEM - The basic time-keeping procedure by which the reporting unit (e.g., institution, unit described, etc.) structures most of its courses within a given time period (e.g., fiscal year, etc.).

The following categories represent a conventional description for the duration of the academic term(s) and the course offerings within the reporting unit:

(1) QUARTER - The quarter calendar consists of three quarters with about twelve weeks for each quarter of instruction.

There may be an additional quarter in the summer.

(2) SEMESTER - The semester calendar consists of two semesters during the typical academic year with about sixteen weeks for each semester of instruction.

There may be an additional summer session.

(3) TRIMESTER - The trimester calendar is composed of three terms with about fifteen weeks for each term of instruction.

(4) FOUR-ONE-FOUR - The 4-1-4 calendar is composed of four courses taken for four months, one course taken for one month, and four courses taken for four months.

There may be an additional summer session.

(5) OTHER - Describe predominant calendar systems that are not defined by any of the above terms.

REFERENCE: DED, IEP

PRESENT VALUE OF FOREGONE INCOME - The present value of income that might have been earned if an employment alternative had been selected instead of the postsecondary education programs and activities chosen and pursued.

Present value calculations are simply a way to convert a rate (i.e., stream of income over time) into a stock or a single number. For example, $300 today would be worth more than $100 a year for the next three years because interest could be earned. Conversely, $100 a year for the next three years is worth less than $300 today.

The following computational formula is recommended:

$$P = \sum_{t=1}^{n} \left(\frac{I_{ns}^{t} P_{ns}^{t} - I_{s}^{t}}{(1+r)^{t}} \right)$$

P is to signify the present value of foregone income

n is the duration of education program in years

r is the discount rate (e.g., current market rate)

I_{ns}^{t} is expected income of individual not in school in year t assuming employment

P_{ns}^{t} is probability that individual will be employed in year t (e.g., $1 - P_{ns}^{t}$ is the same as the unemployment rate)

I_{s}^{t} is expected income of individual in school in year t (e.g., summer or part-time employment)

This glossary term and computational formula are to be used in the computation of the "Average Cost to Student - Present Value of Foregone Income" [2320] measure.

REFERENCE:

PRIVATE - See LEGAL IDENTITY.

PRIVATE GIFTS, GRANTS, AND CONTRACTS - See ADDITION CATEGORIES.

PROFESSIONAL - See OCCUPATION.

PROFESSOR - See FACULTY RANK TITLES.

PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES - The Program Classification Structure is a consistent means of identifying and organizing the activities of higher education in a program-oriented manner.

It is organized into the following programs:

(1) INSTRUCTION - All formal educational and instructional program elements at an institution.

This program area includes all general academic instruction and occupation and vocational instruction in which credit is obtained toward a postsecondary degree, certificate, or diploma. Also included in this area are those quasi-credit instructional activities related to community or adult education and preparatory education which is remedial or developmental in nature.

(2) RESEARCH - All formal research-related program elements established within the institution.

This program area consists of all on-going research activities that are part of a formal research organization (i.e., research center or institute). Also included are those individual or project research activities usually created by a contract or grant and managed within an academic deaprtment.

(3) PUBLIC SERVICE - Those program elements which exist primarily for the benefit of groups, individuals, and/or the community external to the institution.

This program area contains those institutional resources and activities that provide services to the community and its members through conferences, institutes, and extension programs. Also included are those public broadcasting services which exist primarily to serve the public.

(4) ACADEMIC SUPPORT - All program elements that provide services or store, preserve, or display objects and materials that directly assist the academic functions of the institution.

This program area includes the activities of the libraries, museums, and audio-visual services of the institution. Computing support activities and ancillary support activities are included in this program.

Also included are the administrative and management activities that support such things as course and curriculum development activities and those academic personnel development activities of the faculty.

(5) STUDENT SERVICE - All program elements that support the activities or provide services to the student body of the institution.

This program area contains those activities that administer the student services program, provide social and cultural activities for the student body, provide counseling and career guidance services to the students, and provide the administrative support related to financial aid. Also included are those auxiliary services provided primarily to students and intercollegiate athletic activities.

(6) INSTITUTIONAL SUPPORT - Those program elements of an institution that provide institution-wide support to other programs.

This program area includes all central executive management activities, fiscal activities, general administrative services, logistic services, physical plant operations, and public relations activities of the institution. Auxiliary services that primarily exist for faculty and staff are included in this program. Also included are those institutional activities related to student recruitment, admissions, and student record-keeping.

(7) INDEPENDENT OPERATIONS - Those program elements that are independent of, or unrelated to, the primary missions of the institution but are owned or controlled by the institution. This program specifically includes the 21 federally funded research centers.

(8) SCHOLARSHIPS AND FELLOWSHIPS - Those funds of an institution that are awarded to graduate and undergraduate students to pursue their academic education.

The "Program Classification Structure" (Gulko, 1972) should be consulted for further clarification of this standardized categorizing and organizing structure, its categories, and subcategories. A second edition of the PCS will be published during mid-1975.

REFERENCE: PCS

PROGRAM COMPLETER - See TERMINATION STATUS--STUDENT.

PROGRAM ELEMENT - The lowest level of aggregation in the Program Classification Structure (PCS) hierarchy.

The program element represents the smallest unique collection of managed resources that are output producing activities (i.e., a collection of resources, technologies, and policies which, through their integrated operation, produce goods or services that are of value to the organization because they contribute to the achievement of an institutional objective).

REFERENCE: PCS

PROVISION FOR DEBT SERVICE - See CURRENT FUNDS MANDATORY TRANSFER CATEGORIES.

PUBLIC - See LEGAL IDENTITY.

PUBLIC SERVICE - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

QUARTER - See PREDOMINANT CALENDAR SYSTEM.

READMITTED STUDENT - See ENROLLMENT STATUS.

REGION - A geographic area with defined boundaries.

The boundaries of the region may coincide with a taxing district, constitutional or charter provision, natural barriers, planning areas, or some other characteristics. A region need not be restricted by state borders. Several types of regions (economic, geographic, planning) may be relevant to postsecondary education planners. Examples of criteria that might be used for defining regions are: elementary, secondary, or postsecondary education attendance districts; commercial activity; population growth and movements; labor supply and demand; social service (i.e., welfare) requirements; transportation and communication; construction and housing activities; income, expenditure, and price movements; governmental representation; public protection efforts; leisure time activities; health characteristics, etc.

Of particular interest in postsecondary education may be intraregion and interregion (e.g., if region is defined as being a county or state) migration, by students and/or the general population.

REFERENCE:

RENT - A payment, usually for an amount fixed by a contract, made at specified intervals by one person or agency in return for the right to occupy or use the property of another.

For some purposes it may be useful to tabulate or organize these data into various categories by utilization ratios (e.g., total rental costs/total gross or assignable square feet by building types and/or room use categories, etc.), various time periods (e.g., quarter, academic year, fiscal year, etc.), etc.

See also - OBJECTS OF EXPENDITURE.

REFERENCE: CAM, IEP

REPORTING UNIT - A term designated to mean an institution, unit described, learning center, organizational unit, or any other formal body reporting data for all or portions of measures in the Inventory.

This term is used as a convenient way to refer to the broad spectrum of potential respondents to questions related to measures in the Inventory.

REFERENCE:

RESEARCH - See CURRENT FUNDS EXPENDITURE CATEGORIES and PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

RESEARCH, SCHOLARSHIP, AND CREATIVE WORK ACTIVITIES - See FACULTY ACTIVITY CATEGORIES.

RESTRICTED FUNDS - See RESTRICTION CATEGORIES.

RESTRICTION CATEGORIES - The limitations placed upon the uses of monies available to the institution.

The following categories are suggested:

(1) UNRESTRICTED FUNDS - Monies which may be used for any purpose deemed necessary by the institution's management.

This category would include all designated funds (unrestricted funds which may be used only for those purposes designated by the institution's governing board).

(2) RESTRICTED FUNDS - Monies which may be used only for those purposes stipulated by the donor(s).

The "Higher Education Finance Manual" (Collier, 1974) should be consulted for further clarification of these categories.

REFERENCE: HEFM, DED

REVENUE - All amounts of money received by a government from external sources--net of refunds and other correcting transactions--other than from issuance of debt, liquidation of investments, and agency and private trust transactions.

Amounts for all funds and agencies of a government including the "general fund," special revenue, special assessment, trust, sinking, and utility funds, and all other funds used to account for receipts in the name of the government or any boards, commissions, or other agencies classified as part of the government are included in this category. Excluded would be any amounts transferred between funds or agencies of the same government.

For postsecondary education revenues see CURRENT FUNDS REVENUE CATEGORIES.

REFERENCE: U.S. Bureau of the Census ("Classification Manual, Governmental Finances")

ROOM USE CATEGORIES - Standard categories that describe the primary use of particular classified assignable areas.

The following standardized room groupings are recommended:

(1) CLASSROOM FACILITIES - Rooms used by classes that do not require special-purpose equipment for student use, and related service space.

Classrooms and classroom service spaces are included in this group.

(2) LABORATORY FACILITIES - Rooms used for laboratory application, research, and/or training in research methodology or primarily for regularly scheduled classes, informally (or irregularly) scheduled classes, and individual students who require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study, and related service space.

Class laboratories, class laboratory service, special class laboratories, special class laboratory service, individual study laboratories, individual study laboratory service, nonclass laboratories, and nonclass laboratory service spaces are included in this group.

(3) OFFICE FACILITIES - Rooms used by staff or students working at a desk (or table), serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities, and related service space.

Offices, office service, conference rooms (office related), and conference room service (office related) spaces are included in this group.

(4) STUDY FACILITIES - Rooms used to study books or audio/visual materials, provide shelving for library or audio/visual materials, combination reading/study and stacks, and related service space.

Reading/study, stacks, open-stack reading, processing, and study service spaces are included in this group.

(5) SPECIAL USE FACILITIES - Rooms used by: Reserve Officer Training Corps (ROTC) units; students, staff, or the public for viewing or participating in athletic/physical education activities; certain disciplines (e.g., education and home economics) for practice experiences; and used for: activities involved in animal shelter and in the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments; activities involved in housing laboratory animals maintained by the institution for research and/or instruction purpose; activities involved in the cultivation and/or protection of plants (usually within glass, or other light-transmitting materials); audio/visual (including radio and TV) purposes for the operation, production, and distribution of communication materials; a nonmedicine (human or veterinary), dentistry, or student health care program for the diagnosis and/or treatment of patients; and for related service space.

Rooms used for the purpose of: armories, armory service, athletic/physical education, athletic facilities spectator seating, athletic/physical education service, audio/visual, radio, TV service, clinics (nonhealth professions), clinic service (nonhealth professions), demonstration, demonstration service, field buildings, animal quarters, animal quarters service, greenhouses, and greenhouse service spaces are included in this group.

(6) GENERAL USE FACILITIES - Rooms used for assembling large numbers of persons; for exhibiting materials, works of art, artifacts, etc., and intended for general use by staff, students, and the public; for eating food; for rest and relaxation; for selling products or services; providing recreation for students, staff and/or the public; providing for a variety of nonclass meetings; changing clothes and/or storing personal materials; and related service space.

Assembly halls, assembly hall service, exhibition halls, exhibition hall service, food facilities, food facility service, lounges, lounge service, merchandising facilities, merchandising facility service, recreation facilities, recreation facility service, meeting rooms, meeting room service, and locker room space are included in this group.

(7) SUPPORTING FACILITIES - Rooms used to: process data by computers; manufacture, repair, or provide maintenance of products or equipment; store materials; house and/or store vehicles; process and store foods used in food facilities; clean, wash, dry, and iron linens, uniforms, etc.; and provide related service space.

Data processing/computer rooms, data processing/computer service, shops, shop service, storage sheds and warehouses, storage service, vehicle storage facility, vehicle storage service, central food stores, and central laundry spaces are included in this group.

(8) HEALTH CARE FACILITIES - Rooms used: for the provision of patient care to either human or nonhuman animals requiring health care (excluding nonmedical clinic facilities); for supervision and/or administration of health care facilities; for surgery, diagnostic

and therapeutic treatment; as admission, treatment, or information rooms for the public; and for related service space.

Patient bedrooms, baths, nurse stations, surgery facilities, treatment facilities, service laboratories, supply facilities, public waiting areas, and health care service spaces are included in this group.

(9) RESIDENTIAL FACILITIES - Rooms used to provide living quarters in dormitories, apartments, houses, and related service space.

Sleep/study without toilet/bath, toilet/bath, sleep/study with toilet/bath, sleep/study service, apartments, apartment service, and house space are included in this group.

(10) UNCLASSIFIED FACILITIES - Rooms that are unassigned at the time of the inventory, but otherwise available for assignment; out of use temporarily because of remodeling, rehabilitation, or alteration; or unfinished would be included in this group.

For some purposes it may be useful to tabulate or organize these data into the various room use categories by the number of stations, station types, organizational units, programs and activities using the facilities, time of offering (e.g., before 5:00 p.m. or after 5:00 p.m.), ownership, and utilization measures (e.g., "Average Room Utilization Rate" (AvRUR) [8420], etc.).

It is recommended that the "Higher Education Facilities Inventory and Classification Manual" (Romney, 1972) be consulted and utilized for further clarification.

REFERENCE: DED, FICM, IEP, PM, SAM

SALARY AND WAGES - See COMPENSATION.

SALES AND SERVICES - See ADDITION CATEGORIES.

SALES WORKER - See OCCUPATION.

SCHOLARSHIPS AND FELLOWSHIPS - Includes all assistance to students in the form of outright grants, trainee stipends, and prizes.

The individual categories are defined as follows:

(1) SCHOLARSHIPS - Outright grants in aid, trainee stipends, and prizes made to undergraduate students.

(2) FELLOWSHIPS - Outright grants in aid, trainee stipends, and prizes made to graduate students.

(3) OTHER - Outright grants in aid, trainee stipends, and prizes made to students not included in the above categories.

Included in these categories would be stipends, tuition and fees, waivers and remissions, and all gifts and prizes to students that are outright grants and not contingent upon the student rendering services to the institution.

This category excludes waivers or remissions of tuition and fees granted as a result of either faculty or staff status or family relationship of students to faculty or staff. Such waivers and remissions should be recorded as staff fringe benefit expenses in the appropriate expenditure category. Also excluded from scholarships and fellowships would be loans or work/study assistance.

This term is an integral part of the "Financial Aid - Total" [2250] and "Scholarship and Fellowship Expenditures" [6410] measures. The loans, and work/study assistance glossary terms should be consulted for those forms of student aid that do not meet the criteria for this term and/or its categories.

See also - OBJECTS OF EXPENDITURE and PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

REFERENCE: CAM, IEP

SEASONAL ADJUSTMENT - A statistical modification made to compensate for fluctuations in a time series which recur more or less regularly each year.

The course of these movements may be seasonal (farm income, for example, is highest in the fall) or institutional (college enrollments are lower in the summer than the rest of the year).

These fluctuations are often so strong that they distort the underlying changes in economic data and tend to obscure the trends that might be developing. For purposes of economic analysis, therefore, it is often desirable to remove these seasonal distortions. When account is taken of these cycles through statistical procedures, the series of data is said to be seasonally adjusted. In addition to adjusting a time series for seasonal influences, adjustments for trading (or working) days may also be made. Finally, series may be adjusted to take account of the day in the week on which important holidays occur. Overall, these three adjustments--seasonal, working or trading day, and holiday--are made in order to facilitate the comparison of the more important underlying month-to-month changes in economic data. When these adjustments have been made, the data are said to be adjusted for seasonal, trading day, and holiday differences.

REFERENCE: U.S. Department of Commerce ("Dictionary of Economic and Statistical Terms")

SEASONALLY ADJUSTED ANNUAL RATE - A statistical modification that indicates that data have been adjusted for seasonal variation (and, when applicable, for trading days and holidays) and then expressed as if the same level of performance as that for the reported period would continue for the entire year.

The transformation of a monthly or quarterly figure to an annual rate is accomplished by multiplying by the appropriate figure (i.e., 12 or 4, respectively).

There is no generally accepted rule among statisticians as to when a number should be expressed at a seasonally adjusted annual rate. Sales of retail stores are published by the United States Department of Commerce only at the seasonally adjusted monthly level. New housing units started are published both ways. Conventional or pragmatic considerations usually dictate whether annual rates are used in the published data. Any series can be converted to an annual rate simply by use of the appropriate multiplier.

REFERENCE: U.S. Department of Commerce ("Dictionary of Economic and Statistical Terms")

SEMESTER - See PREDOMINANT CALENDAR SYSTEM.

SEMESTER CREDIT - A unit of measure that represents one student engaged in an instructional activity for a semester for which one credit or fraction thereof is granted upon completion of the activity. (Also see semester credit equivalent.)

The instructional activity may or may not provide credit toward a degree/diploma/certificate upon completion.

REFERENCE: IEP

SEMESTER CREDIT EQUIVALENT - A unit of measure that represents the equivalent of one student engaged in an instructional activity for a semester for which one credit or fraction thereof is granted (e.g., 1 semester credit = 1.50 quarter hours) upon completion of the activity.

The instructional activity may or may not provide credit toward a degree/diploma/certificate upon completion.

The distinctions of the suggested predominant calendar system should be reviewed before attempting to impute semester credit equivalences. Consideration should be given to the fact that a semester credit equivalent can serve several purposes. It can be thought of as a way of suggesting the educational worth of a specific set of activities, a means for determining total and average student workload in credit hours (and/

or contact hours if conversion factor is available), a means for assessing the teaching workload generated or projected, and a means for determining the tuition and/or fee to be charged for a particular course or activity that lacks a credit hour value.

It may prove useful to tabulate and organize semester credit equivalences by the number attempted, the number completed, and/or the average of those attempted and/or completed.

REFERENCE: IEP

SERVICE - See MANPOWER RESOURCE CATEGORIES.

SERVICE MONTH - Equivalent to one individual working full time for the period of one month.

Service month can be calculated by multiplying the percent workload (relative full-timeness) by the number of months of the individual's appointment (e.g., an individual employed half time for 6 months would be the equivalent of [.5 x 6 =] three service months of manpower resources, an individual employed full time for nine months would be the equivalent of [1.0 x9 =] nine service months of manpower resources, etc.). Service months include time worked regardless of pay period (e.g., 12 monthly checks for 10 service months of work).

REFERENCE: IEP, MAM

SERVICE WORKER - See OCCUPATION.

SIGHT - See PHYSICAL HANDICAP STATUS.

SINGLE CAMPUS INSTITUTION - See INSTITUTIONAL STRUCTURE.

SOCIOECONOMIC STATUS - A combination of economic and social factors of, relating to, or involving an individual's family.

The following categories are suggested components for categorizing an individual's socioeconomic status:

(1) FAMILY INCOME - See FAMILY INCOME.

(2) CURRENT OR MOST RECENT OCCUPATIONS(S) OF HEAD(S) OF FAMILY - See OCCUPATION.

(3) EDUCATIONAL BACKGROUND(S) OF HEAD(S) OF FAMILY - See EDUCATIONAL BACKGROUND.

REFERENCE: DED, U.S. Bureau of the Census ("1970 Census User's Guide Part I")

SPECIALIST/SUPPORT - See MANPOWER RESOURCE CATEGORIES.

STATION - The total facilities necessary to accommodate one person for one time period.

The time period may be different for different types of facilities. For example, when discussing classroom stations, the period of time may be one hour or class period, and when dealing with office stations the time period may be one year (or it may be indefinite).

For some purposes it may be useful to tabulate and organize these data by ownership, source of funding (operating and/or capital), building, and/or room use categories, ratios, (e.g., assignable square feet/number of stations organized by station type, etc.), organizational units, programs and activities, type of building space, station types, and utilization rates (e.g., see the "Average Station Utilization Rate (AvSUR)" [8440] measure). These data might also be organized into various categories based on the actual number of stations for primary occupants or users of a specified area (e.g., room, building, etc.), number of stations that a specified area is designed to accommodate, and the number of hours per week a station is scheduled for use (e.g., station utilization rate [SUR]).

REFERENCE: FICM, SAM

STATION TYPE - Refers to the type of room, type of seating, and type of user that any given station represents.

For example, type of room can refer to classroom facilities or laboratory facilities. Type of seating can be fixed or movable; table and chair, armchair desks, etc. Type of user can include the public, staff, student, adjunct personnel, etc.

REFERENCE: FICM, SAM

STUDENT ENROLLMENT--BEGINNING COUNT - An unduplicated count of the number of students enrolled (e.g., registered) at the end of the normal registration period (i.e., census date) for the period of time in which the predominant portion of the programs and/or activities in which the students are enrolled occurs.

The date on which the student enrollment--beginning count is to be assessed should be determined in advance of the beginning of the enrollment processes for the period of time to be considered. Net student enrollments and withdrawals should be included in this number, where appropriate.

The student enrollment--beginning count can be used to provide data on full-time students and part-time students, geographic origin, and the number of full-time equivalent students.

It is possible that the reporting unit will have more than one census date for the period of time under consideration (e.g., one for on-campus instruction and another for off-campus and/or evening instruction). In such cases, these data should be separately identified and reported.

REFERENCE:

STUDENT ENROLLMENT--FINAL COUNT - An unduplicated count of the number of students enrolled (i.e., registered) at the end of the period of time (e.g., semester, quarter, number of specified weeks, etc.) for which the predominant portion of the programs and activities enrolled in were planned and expected to function and operate.

Any student enrolled in the reporting unit and not included in the student enrollment--beginning count would be included in these data if the period of time under consideration were the same. This figure would be equal to the student enrollment--beginning count as adjusted by additional student enrollments and withdrawals during the period of time under consideration.

The student enrollment--final count can be used to provide data on full-time students and part-time students, geographic origin, and the number of full-time equivalent students. With student enrollment--beginning count and student enrollment--final count data, it may also be possible to assess shifts or movements in the number and proportion of full-time and part-time students.

The reporting unit may have more than one set of data for determining its student enrollment--final count for the period of time under consideration (e.g., one for on-campus instruction and another for off-campus and/or evening instruction). In such cases, these data should be separately identified and reported.

REFERENCE:

STUDENT GROWTH AND DEVELOPMENT - See OUTCOMES OF EDUCATIONAL ACTIVITIES.

STUDENT LEVEL - Refers to the work completed by a student in a postsecondary education program(s), course(s) of study, or activity(ies). For a student enrolled in a program(s), course(s) of study, or activity(ies) leading to a degree/diploma/certificate, it is a reflection of his or her progress in the program(s), course(s) of study, or activity(ies).

The following student level categories are recommended:

(1) NONDEGREE/DIPLOMA/CERTIFICATE - An individual who is enrolled in a program(s), course(s) of study, or activity(ies) which does not lead to a degree/diploma/certificate.

(2) LOWER DIVISION - A student who is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs); who is in an undergraduate occupational or vocational program(s) of three or fewer years' duration; or who has earned less than fifty percent of the number of academic credits normally required for a four-year bachelor's degree. (Typically, this individual would be classified as a freshman or a sophomore.)

(3) UPPER DIVISION - An undergraduate student who is not in an associate degree or occupational/vocational program(s) and who has earned fifty percent or more of the academic credits normally required for a bachelor's degree. (Typically, this individual is classified as a junior or a senior.) This category would include a student in year three, four, or five of a five-year bachelor's degree program.

(4) FIRST PROFESSIONAL - A student who is pursuing a first professional degree program(s). A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years (corresponding to the undergraduate freshman or sophomore year) of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

(5) GRADUATE I - A student who holds a bachelor's degree, first professional degree, or the equivalent of either and (1) is pursuing a master's degree, (2) is pursuing a doctoral degree, but has not earned a master's degree and has earned less than the equivalent number of credits normally required for a master's degree, (3) is in a special, unclassified, visitor or other nondegree seeking status, or (4) is pursuing Educational Specialist certificate, degree, or coordinate intermediate level degree program, whether he or she possesses an earned master's degree.

(6) GRADUATE II - A student who is pursuing a doctoral degree program (except first professional degree), excluding any individual who is classified as graduate I by the definition provided above.

(7) OTHER - A student who is enrolled and completing accredited work toward a degree/diploma/certificate that is not included in one of the above categories.

REFERENCE: DED, IEP

STUDENT LOAD - The number of program, course of study, and/or activity units (e.g., courses, credits, imputed credits, contact hours, semester credits, semester credit equivalents, etc.) being carried by an individual at a particular point in time.

For some purposes it may be useful to tabulate or organize these data by type of student load (e.g., full- or part-time, etc.), normal student load, averages, distributions, etc.

REFERENCE:

STUDENT SERVICE - See PROGRAM CLASSIFICATION STRUCTURE (PCS) CATEGORIES.

STUDENT STATUS - Refers to whether or not a degree/diploma/certificate is expected to be awarded as an outcome of a student's general or specific program(s), course(s) of study, and activity(ies).

Two categories are recommended:

(1) DEGREE/DIPLOMA/CERTIFICATE STUDENT - An individual who has been admitted to a general or specific course of study or program at the completion of which a degree/diploma/certificate is awarded by the institution.

Students who have not yet declared a major (e.g., indicated the specific course of study they will follow) but have taken and/or are presently enrolled in courses and activities attempted and completed by degree/diploma/certificate students should be included in this category. Students classified as auditing a course would normally be included in this category, although their classification in the nondegree/diploma/certificate student category might also be appropriate.

Due to varying institutional procedures for enrolling students, it is possible that a student could be admitted to a general or specific course of study or program but, because of his or her objectives, be more appropriately considered a nondegree/diploma/certificate student. In such cases the institutions should develop their own means for reflecting this situation in their data files if this type of distinction is deemed pertinent and quantifiable.

(2) NONDEGREE/DIPLOMA/CERTIFICATE STUDENT - An individual who has been admitted to a general or specific program(s), course(s) of study, or activity(ies) in the institution at the completion of which a degree/diploma/certificate is not awarded by the institution.

These students may be enrolled in credit and/or noncredit courses. They should not be confused with students with undeclared majors admitted to degree/diploma/certificate programs and thereby classified as degree/diploma/certificate students. Students classified as visiting, provisional, special, etc., would normally be included in this category, although their classification in the degree/diploma/certificate student category might also be appropriate.

In any case, separate identification of these subcategories within this broader category might be useful.

Due to varying institutional procedures for enrolling students, it is possible that a student might not be admitted to a general or specific course of study or program, but because of his or her objective nevertheless be more appropriately considered as a degree/diploma/certificate student. In such cases the institutions should develop their own means for reflecting this situation in their data files, if this type of distinction is deemed pertinent or quantifiable.

REFERENCE:

SUPPLIES AND SERVICES - A broad category of expenditures which includes all types of expenditures except compensation, capital asset expenditures, rent, and scholarships and fellowships.

Generally this category is of particular interest when used to describe the types of expenditures made from the current funds group of accounts.

The following categories, which were developed to describe the current funds group of accounts, are recommended:

(1) SUPPLIES - Consumable instructional, research, and office supplies and materials.

(2) COMMUNICATIONS - Telephone, telegraph, postal, printing, binding, and reproduction services.

(3) TRAVEL - Transportation, food, lodging, and miscellaneous expenses reimbursed to an employee when he is representing or conducting business for the institution.

(4) OTHER CONTRACTUAL SERVICES - All other services produced from outside sources that can be directly identified with a particular activity center (e.g., consulting services, etc.).

(5) NONCAPITAL EQUIPMENT - Those items of property that have an acquisition cost of less than $500 or an expected service life of less than two years.

See also - DIRECT COSTS and OBJECTS OF EXPENDITURE.

REFERENCE: CAM, IEP, PM

SUPPORT COSTS - Those costs not directly assigned to a final cost objective; those first assigned to support activity centers and subsequently allocated to final cost objectives via an allocation parameter.

REFERENCE: CAM

TEACHING ACTIVITIES - See FACULTY ACTIVITY CATEGORIES.

TEACHING ASSISTANT - See FACULTY RANK TITLES.

TEACHING ASSOCIATE - See FACULTY RANK TITLES.

TECHNICAL - See MANPOWER RESOURCE CATEGORIES.

TECHNICIAN - See OCCUPATION.

TENURE STATUS - The institutional designation that serves to identify the status of the employee with respect to permanence of appointed position.

The following categories are suggested:

(1) TENURED - Individuals who have been granted tenure.

(2) NON-TENURED - Individuals who are eligible for, but have not been granted tenure.

(3) NOT ELIGIBLE - Individuals who are not eligible for tenure.

REFERENCE: DED, MAM

TERMINATION STATUS--STUDENT - Refers to the status of a student on his or her termination from the institution.

The following categories are suggested:

(1) CLEAR STATUS - The student voluntarily chose to leave the institution and is eligible to re-enter the institution at any point in time in the future.

(2) NOT ON CLEAR STATUS - The student was required by the institution to leave and is subject to specific rules and regulations governing re-admission designated by the institution.

a) Academically Suspended or Dropped - The student was required to leave the institution due to unsatisfactory academic performance.

b) Other - The student was required to leave the institution for some reason other than unsatisfactory academic performance (e.g., disciplinary suspension, failure to pay fees, etc.).

(3) PROGRAM COMPLETER - Students who have met all institutional and course of study requirements for eligibility to be awarded a degree/diploma/

certificate by the institution. Program completers may be classified as follows:

a) Degree/Diploma/Certificate Recipient - A student who has been awarded a degree/diploma/certificate from the institution.

b) Other Degree/Diploma/Certificate Program Completer - A student who has met all requirements for a degree/diploma/certificate and is eligible to receive the award but has not completed necessary administrative procedures to be granted the award (e.g., has not filed for the award).

REFERENCE: DED, IEP

TRANSFER - The movement of unrestricted monies from one fund group into another fund group as designated by the institution's governing board. Of primary importance is that the recipient fund group has neither the intention nor the requirement of repaying the donor fund group.

REFERENCE: HEFM

TRANSFER CATEGORIES - Standard categories that include all flow of funds between the various fund groups during the reporting period.

Every transfer results in an equal addition and deduction; therefore the net result in all fund groups will always be zero.

The following categories are recommended:

(1) MANDATORY TRANSFER - A transfer made fron one fund group into another fund group to fulfill binding legal obligations of the institution.

The following subcategories are recommended:

a) Debt Service - Mandatory provisions made to satisfy debt obligations on academic buildings, auxiliary enterprise operations, and hospitals.

b) Renewal and Replacement - Mandatory provision made for the renovation of institutional plant.

c) Loan Fund Matching Grant - Mandatory transfers of institutional funds to loan funds as required in order to match outside gifts or grants, usually from the U.S. Government, for loan purposes.

d) Other - All mandatory transfers not included in any of the above categories.

(2) NONMANDATORY TRANSFER - A transfer made from one fund group into another at the discretion of the institution's governing board.

The following subcategories are recommended:

a) Distribution of Capital Gains - That portion of the unrealized capital gains of the institution's investments which are utilized by the institution usually for current operating purposes.

b) Designation of Unrestricted Funds - Those unrestricted funds designated (and also transferred) to serve a specified purpose in another fund group.

Although such designations usually involve unrestricted funds of the current funds, the designation of funds previously designated in an earlier period for something else may be changed, and the subsequent transfer recorded in this subcategory.

c) Other - All nonmandatory transfers not included in any of the above categories.

REFERENCE: HEFM

TRANSFER PAYMENT - An income flow which represents a change in the distribution of wealth but not compensation for a current contribution to the production process.

The primary components of government transfer payments are Social Security benefits and veterans' pensions, business transfers including bad debts, charitable contributions by businesses, and contest prizes.

Postsecondary education institution transfer payments are funds received by the institution from government, business, and other sources which are subsequently distributed to third parties. These funds do not represent payment for sources rendered by the institution.

REFERENCE: U.S. Department of Commerce ("Dictionary of Economic and Statistical Terms")

TRANSFER STUDENT - See ENROLLMENT STATUS.

TRIMESTER - See PREDOMINANT CALENDAR SYSTEM.

TUITION AND FEES - See ADDITION CATEGORIES.

UNCLASSIFIED FACILITIES - See ROOM USE CATEGORIES.

UNDERGRADUATE - See STUDENT LEVEL.

UNDESIGNATED RANK - See FACULTY RANK TITLES.

UNIT COSTS - The cost per unit obtained by dividing total cost by total quantity.

This term is particularly important when talking about direct costs and full costs in the "Full Cost per Semester Credits" [6510], "Full Cost per Contact Hours" [6530], "Full Cost per Course Enrollments" [6550], and "Full Cost per Full-Time Equivalent Student" [6570] measures of the Finance section of the Inventory.

REFERENCE: CAM, CFP, IEP

UNIT DESCRIBED - The legal name and address of the unit being described.

Unit described is a self-contained unit that can provide data on the following: revenue, enrollment, personnel, and costs across the Program Classification Structure (PCS) categories. Examples include: Berkeley Campus, South Campus, and Colorado Springs Center. In Phase I of the IEP project the smallest unit that can be described as defined above is being reported.

Throughout Phase I of the IEP project the terms institution and unit described are used interchangeably, except in the case of institution or learning center name.

REFERENCE: IEP

UNRESTRICTED FUNDS - See RESTRICTION CATEGORIES.

VOCATIONAL TRAINING - See EDUCATIONAL BACKGROUND.

WEEKLY ROOM HOURS (WRH) - The number of hours per week a room is used for scheduled activities required for the courses in the schedule of classes.

Tabulations of these data by time of offering (e.g., before 5:00 p.m. or after 5:00 p.m.), room use categories, student levels, programs and activities, source(s) of funding, rooms being surveyed, course levels, station types, and appropriate utilization ratios (e.g., "Average Room Utilization Rate (AvRUR)" [8420] and "Average Station Occupancy Ratio (AvSOR)" [8430]) may be useful.

REFERENCE: FICM, SAM

WEEKLY STUDENT HOUR (WSH) - See CONTACT HOUR.

WHITE, OTHER THAN HISPANIC - See ETHNIC STATUS.

WORK/STUDY ASSISTANCE - Monies made available to students as payment for services rendered as required by the institution for financial assistance (e.g., Federal College Work/Study Program, etc.)

See also - "Financial Aid - Total" [2250].

REFERENCE: CAM, HEFM, IEP

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